

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 6<sup>th</sup> March 2014

**PRESENT:** Councillors M Colgan, D Earl, P Folland, C Fortune, P George, P Gwyther, A McNaughton, J McNaughton, M Murton, J Phillips and T Wilcox

**IN ATTENDANCE:**

Sarah Scourfield –Town Clerk

Amanda Dillaway – Admin Support Officer

**137. APOLOGIES FOR ABSENCE**

Councillors P Kraus, K Higgs, S Perkins and A Lee.

**138. DECLARATIONS OF INTEREST**

There were none.

**139. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

A member of the public raised the question over the proposed relocation of footpaths in the Barrack Hill area and felt that the correct process was not being followed and wanted the Town Council to comment. He had noticed that a number of signs had already been removed and paths blocked and a specific style of gate had been installed, which did not allow disability access. He had contacted the County Council who confirmed the paths were not being moved, however, the Golf Club had confirmed the paths were to be moved and the gates had been installed to prevent motorcycles accessing the course. Some of the footpaths are part of the Heritage Trail that had been granted from the Welsh Office but a number of the “Acorn” signs had again already been removed.

The Town Clerk stated that some of the work in that area formed part of the Safe Routes Project and Shaun Tilling of PCC would be invited to the April meeting to explain more about the work that is being undertaken.

The Town Clerk reported that a number of complaints had been received regarding the re- siting of the public footpaths on the Barrack Hill and there have been a number of rumours stating that some paths are closing and gates are being introduced.

It was commented that there are two paths that the Golf Club wished to close however this is not allowed to happen as they are public rights of way. It was further commented that none of the paths on the Golf Course will be changed. The member of the public further stated that the Golf Course were carrying out work in the area to the paths by cutting down trees and blocking the paths along with the installation of the gates and provided photographic evidence to show this.

It was commented that the Town Council should contact the County Council to ask for their confirmation of what is happening with regards to the footpaths. The Town Clerk confirmed that a letter would be sent to Matt Cloud asking him to confirm the current work being carried out and what developments might be and inviting him to the April Meeting of the Town Council.

**140. MINUTES OF 6<sup>th</sup> February 2014**

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor P Folland**

**RESOLVED – That the Minutes of 6<sup>th</sup> February 2014 are adopted as a true record.**

**141. MATTERS ARISING FROM THE MINUTES OF 6<sup>th</sup> February 2014**

**St Govans Centre and Alley**

It was questioned if any response had been received from the owner of the St Govans Centre. The Town Clerk commented that the caretaker of the centre had been contacted and was now invited to the Town Regeneration meetings and it is hoped that the caretaker will be able to implement some positive changes in due course.

### **Town Councillor Vacancy**

The Town Clerk stated that the vacancy application deadline is Friday 7<sup>th</sup> March and 4 applications had been received so far.

### **Point 121 - Financial Assistance – Natasha Michaels**

It was questioned whether further information had been received following the last meeting. The Town Clerk confirmed that nothing had been received as yet.

## **142. REPORT OF THE TOWN CLERK**

### **125. Training for Town Council Staff**

#### **a) NVQ Business and Administration**

The Town Clerk had been looking at courses to put together a training program for staff to ensure that they are building on skills with the qualifications to back up the skills. The Town Clerk had recently completed the NVQ 2 in Business and Administration and felt it was a good starting base, and felt other members of staff would benefit from taking this course. The course is a 12 month work based course which will be assessed by Pembrokeshire College, with the assessor visiting the office at planned dates. The Town Clerk had spoken with the Admin Support Officer and she is happy to undertake the work to gain the qualification. The Course will cost £150.00 with all course material provided. The Town Clerk requested agreement to enrol the Admin Support Officer on the course at a cost of £150.00?

It was

**PROPOSED by Councillor J McNaughton**

**SECONDED by Councillor M Murton**

**RESOLVED – That the Town Council pay £150 to enrol the Admin Support Officer onto a NVQ 2 Business and Administration course.**

#### **b) CILCA qualification**

The Town Clerk has been progressing through completing the CILCA course which is provided by the Society of Local Council Clerks in order for the Council to have a qualified clerk. It will cost £115 to submit the completed work which will be viewed by an internal and external verifier. The Town Clerk requested agreement to pay the £115 in order for the submission of the completed coursework and gain the qualification?

It was

**PROPOSED by Councillor J McNaughton**

**SECONDED by Councillor P Folland**

**RESOLVED – That the Town Council pay £115 for the Town Clerk to submit her CILCA portfolio to the Society of Local Council Clerks.**

### **126. Christmas Lighting**

The Town Clerk had recently met with the Christmas lighting supplier, Festive Lighting. and Electrician to discuss the Christmas Lighting theme in Dimond Street for this year. A photographic example of the suggested lighting scheme on a 3 year lease was provided and includes:

2 x 4218 – Trees & light strings

2 x 4233 – Baubles & Swags

3 x 124014 – Festive Band

3 x 124047 – Tree with circles

Curtain twinkling lights on top of the 4 lampposts at the Queen Street, Meyrick Street and Dimond Street crossroads.

The budget for 2014 for Christmas lighting is £13,000.

The lease will cost £2,620.38 per year for the next 3 years, which is cheaper than the previous £2,728 per year for the lighting scheme in Dimond Street. The Town Clerk asked for agreement for these lights to be ordered on a 3 year lease at a cost of £2,620.38 per year?

It was commented that some residents had voiced a dislike of the mainly blue theme of 2013. The Town Clerk stated that as the sample photo showed, the new scheme would be red and green for 2014 with a small element of the blue ones being phased out completely by 2015.

It was questioned whether the across the street strings of lighting could be used as it was thought there had been a past problem with this. The Town Clerk stated that there would be no problem with the new scheme as the height of the lighting would still allow for large goods vehicle access through the town.

It was **PROPOSED by Councillor M Murton**  
**SECONDED by Councillor J McNaughton**  
**RESOLVED – That the revised lighting scheme and new lease with Festive Lighting at a cost of £2,620.38 per year be implemented for Christmas 2014**

### **127. Hywel Dda – Close of Minor Injury Unit South Pembs**

A letter had been received from Mr Chris Martin the Chairman of the Hywel Dda Health Board regarding the closure of the Minor Injury Unit at South Pembs, in his letter he states

*“the Health Board has taken the decision to deploy available service in what we believe to be the most effective way possible.*

*We have a duty to monitor the impact of the service change and as part of that will assess the impact on alternative local services and feedback received from the general public and representative bodies such as yourselves.”*

He went on to confirm that the chose well leaflets were distributed door to door.

It was commented by a number of Councillors that the leaflets had definitely not been received within the Town and they asked that confirmation was sought from Hywel Dda by the Town Clerk as to what streets had been covered by the leaflet drop.

It was further commented that the provision of Argyle Street surgery as a replacement service was not a good substitute as walk-in slots were not provided by the surgery and you still needed to book an appointment.

### **128. Financial Requests**

#### **a) Dyfed Powys Victim Support**

A request for financial support had been received from Dyfed Powys Victim support.

Victim support is a national charity which supports victims of crime with dedicated team of volunteers and helps victims of crime rebuild their lives, access justice and build confidence in their communities.

It was felt that as a national charity this falls outside the constitution of the Town Council grants criteria and no support can be given.

#### **b) Pembroke Dock Sea Cadets**

A grant request form had been received from this organisation, the sea cadets instruct children in boating and land based qualifications in the tradition of the Royal Navy.

They had requested funding towards yearly running costs, a grant will enable the group to continue running the unit without charging the children who use the facilities.

It was questioned whether giving financial assistance toward running costs would set precedence for other groups and that the Town Council does not want to offer support in this way. It was commented that no financial assistance should be given at this time however should the Sea Cadets have any specific projects they want help with, then further applications could be made when these arise.

#### **c) Pembrokeshire Cruse Bereavement**

This organisation has requested funding for their running costs for 2014/2015 and to enable them to support their volunteers.

It was felt that as a national charity this falls outside the constitution of the Town Council grants criteria and no support can be given.

**d) NSPCC**

This organisation has requested funding to help towards the running of the Child Line Schools service.

It was felt that as a national charity this falls outside the constitution of the Town Council grants criteria and no support can be given.

**e) PRISM**

This organisation has requested funding towards developing a range of interventions aimed at helping to sustain recovery from problem alcohol and drug use.

It was felt that as a national charity this falls outside the constitution of the Town Council grants criteria and no support can be given.

**129. Walk For Life**

The Town Clerk informed the meeting that an information pack had been received from this organisation to inform that the Walk for Life will take place on Sunday 27th April 2014 across Wales. The Town Clerk has further information if required.

**130. Retired and Senior Volunteer Program**

The organisation had requested to attend a meeting of the Council to highlight the current project which they are developing. The group has been developing a Welcome Friends project which focuses on isolation and loneliness amongst over 50's. Their main aim is to let as many people in Pembrokeshire know about the free service. The Town Clerk suggested that the group be invited to the June meeting to give further information on the project. Those present felt that an invitation should be sent for the June meeting.

**131. Pembroke Dock Safe Routes in the Community**

The Town Clerk informed the meeting the works had progressed along Bush Street from the Ferry Lane junction and it was intended that for footway works up to 156 Bush Street were completed by Friday 21st February.

During the school half term holiday GD Harries & Son Limited moved the construction works to the section of footway between St Peters Road junction and the entrance to Pembroke Dock Community School. Following completion of these works they were then returning to complete the phase of works between 154 to 96 Bush Street.

**132. Hanging Baskets**

Pembroke Dock Regeneration Group had been looking at a number of ways to make the Town look more appealing and welcoming to visitors. It had been commented that the hanging baskets which the Town Council currently provide have a positive effect on the town and it was questioned if the scheme could be extended across London Road.

There are 18 lamp posts across London Road and the Town Clerk suggested that baskets are put on every other lamp post which brings the number down to 9. The Town Clerk had been in contact with the County Council to see if they had any spare baskets which could be used across London Road, which they have kindly provided, the Town Council then only require new brackets and for them to be filled.

The Town Clerk sought agreement for the Hanging Baskets scheme to extend across London Road with an extra 9 baskets, with the purchase of 9 brackets to suit.

Councillor P Gwyther stated that perhaps the supermarkets within the Town might be willing to contribute financially to the scheme in their immediate vicinity. It was felt that this might be a good idea to approach them and ask the question.

It was also questioned whether the hanging basket scheme should be extended to cover Law Street and this may be an area that will be covered as the scheme expands year on year.

It was

**PROPOSED by Councillor A McNaughton  
SECONDED by Councillor M Murton**

**RESOLVED – That the Town Clerk tenders for the filling and installation of the baskets and purchases the extra brackets required and the floral scheme is extended to go across London Road.**

### **133. Financial Regulations**

At the last meeting of the Town Council the motion was passed that all invoices would now include a 14 day period for all invoices to be paid, with an 8% charge added for late payments. The Town Clerk has now added this to the Council's Financial Regulations and needs the document formally agreed. The new proposed Financial Regulations were included in meeting papers with the revised information added to section 9 of the document.

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor M Murton**

**RESOLVED – That the revised Financial Regulations are adopted by the Town Council**

### **134. Marine Planning – Public Events in March 2014**

The Welsh Government has started the marine planning system in Wales. The Minister for Natural Resources and Food launched a consultation on the Statement of Public Participation for the Welsh National Marine Plan with the closing date of 28th March.

Further information can be found on the Welsh Government Website

[www.wales.gov.uk/topics/environmentcountryside/consmanagement/marinefisheries/planning/?lang=en](http://www.wales.gov.uk/topics/environmentcountryside/consmanagement/marinefisheries/planning/?lang=en)

### **135. Action Plan for Pembroke Dock**

The Town Clerk had been approached by the Sustainable Communities Officer for PLANED Becky Turrell, regarding working with the Town Council to produce an action plan for Pembroke Dock.

PLANED's approach is to develop community engagement through what they call Visioning Workshops. The workshops are coordinated and facilitated by PLANED, for which they are funded to do so and therefore would be no costs to the community or Town Council for the promotion or hosting of this process.

The Workshops encourage community members to take a fresh look at their community and identify new and innovative projects that will meet local needs both now and in the future. The result of the workshops is the production of an Action Plan which contains all of the ideas, possible projects and aspirations of the community. The Action Plan provides a framework for a community to work within and is of great help.

The Town Clerk had spoken with a number of neighbouring towns who have produced their own action plans and they have stated the documents produced are useful especially at the time of regeneration in many areas.

The Town Clerk asked members if an Action Plan should be formed for Pembroke Dock.

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by M Murton**

**RESOLVED – That PLANED are contacted to progress workshops for an Action Plan to be formed.**

### **136. Rent for use of Offices – Pater Hall**

The Town Clerk reminded the meeting that a resolution from the discussion regarding the Pater Hall in the meeting held on 6th February was:

“Bring this item back to the next meeting of the town council to enable the clerk to look at the lease”

The Town Clerk and previous Town Clerk had looked at the lease and the sub-lease, it appeared that the sub lease which included information regarding the rental agreement was never completed. It seems the sub lease was to be completed once the town council offices had been relocated on the ground floor. There is no further information to confirm if the sub lease had been completed.

The Notice of Motion which was brought to the last meeting was

*Proposed By Andrew McNaughton*

*Seconded By Jane McNaughton*

*That Pembroke Dock Town Council pays the rent for the offices on a monthly basis in advance on the first working day of the month.*

The Town Clerk sought views and proposals from those present.

Councillor P Gwyther stated that he had asked Mr Ian Jones about the lease/sub-lease and Mr Jones had confirmed that copies should be held by the Trust and the Town Council and Mr Jones was sure this had been done however, he could not locate a copy. It was suggested that the solicitors who prepared the lease/sub-lease are contacted to provide copies. After discussion it was felt that there was no immediate rush to obtain copies of the sub-lease so this will be put aside for now.

Councillor P Gwyther also stated that the Trust have no problems with the Town Council paying the rent on a monthly basis as proposed in the motion set out by Councillor A McNaughton.

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor C Fortune**

**RESOLVED – That the Town Council pays the rent for office space at the Pater Hall on a monthly basis in advance on the first working day of each calendar month.**

Councillor A McNaughton questioned Councillor P Gwyther to clarify a recent email received by the Town Council from the Pembroke Company of Archers who were unable to access the Main Hall on 6<sup>th</sup> February due to the Town Council holding their meeting in that room.

Councillor Gwyther stated that Mr Ian Jones confirmed he would contact the archers. It was further commented that no formal request had been received by the Town Council requesting them to relocate to an alternative meeting room and any request to relocate must be submitted to the Town Council the previous month to enable it to be included in the Agenda for discussion.

A general discussion ensued about the merits of using the Warrior Room for future Town Council meetings as the room is accessible to all people included those with a disability. There was concern over the temporary ramp required to access the Warrior Room entrance in Lewis Street as it cannot be used if there are parked vehicles directly outside the entrance due to its length. The temporary ramp is also of heavy construction and requires two people to manoeuvre it into position.

Councillor M Colgan commented that she felt Town Council meetings should return to the Council Chamber and she would table a motion at a future meeting for this to be discussed.

Councillor A McNaughton stated that the Town Council cannot relocate back to the Chamber as access to that room does not fulfil full disabled access policies and it would only need one time for access to be needed and failed that the Council would be breaking the law on disabled access. Councillor Colgan stated that the stairlift is sufficient for any disabled person to gain access.

Councillor A McNaughton stated that if Councillor Colgan brought any motion to a future meeting as she had mentioned earlier then a Recorded Vote must take place to highlight those Councillors who are breaking the law on disability access.

After further discussion, the outcome of the Town Council meeting venue would be to remain in the Main Hall unless notice of a prior booking is provided in advance.

#### **143. SUPPLEMENTARY REPORT OF THE TOWN CLERK**

##### **137. Welsh Ambulance Service**

The Town Clerk informed the meeting that Ambulance service is holding an event in the Pater Hall on 1st April between 1pm-3pm. The event will allow Councillors and members of the public to ask the Ambulance service questions on services they currently provide on 999 calls and also on non-emergency transport services such as collecting patients for outpatient appointment.

The Town Clerk encouraged members to attend this event as, under the health board's current plans for more services out of the County, the Ambulance Service could face even more demands on its patient care and rapid response within the County.

**138. Public Footpaths Barrack Hill**

This was covered during the Public Q&A session at the start of the meeting.

**139. PLANED Newsletter**

The Town Clerk stated she had received a copy of PLANED's newsletter, if any member wished to view a copy please let me know.

**140. Town Team Conference**

There is to be a conference held at Bluestone Resort on 26 March to which all regeneration groups have been invited to attend to share ideas and best practices. Each local council has been allocated 2 spaces. The Town Clerk asked those present if they would be interested in attending the event. If no councillor wishes to attend the Town Clerk would offer the places to members of the Town Regeneration Team.

**144. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT**

There were none.

**145. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**

**Police Forum**

Councillor M Murton informed the meeting that there had been a lively session of the Police Forum at which 2 issues of anti-social behavior had been discussed. The areas that are proving problematic are near to Barclays Bank and near to the old Commodore building. These areas are being monitored by the police and pcso's.

**RWE Power Station**

Councillor M Colgan stated the minutes from the last session had been provided.

**The Pater Hall Trust**

Councillor P Gwyther informed the meeting that bookings are in a reasonable state and there had been a good number of events recently including 2 dances which were both well attended and a kick-boxing event that was also well attended and attendees were well-behaved. There is a possibility of another boxing event in May. Councillor Gwyther also informed that the Trustees had applied for a full-licence for provision of a bar facility and it is hoped this will be presented at the April Town Council Meeting.

**146. ACCOUNTS FOR PAYMENT**

| <b>Date</b> | <b>Description</b>                      | <b>Amount</b> | <b>Payment Method</b> |
|-------------|---|---------------|-----------------------|
| 30/01/2014  | A Dillaway – Postage                    | £23.40        |                       |
| 06/02/2014  | Eurooffice – Office stationery          | £22.12        |                       |
| 06/02/2014  | Petplanet – Poop Scoop                  | £13.94        |                       |
| 07/02/2014  | Callamango Floral Design – Flowers      | £25.00        | CHQ 100219            |
| 28/01/2014  | Princes Gate Cool Water – bottled water | £19.08        |                       |
| 06/02/2014  | Scot-Petshop – Dog clean up bags        | £21.99        |                       |
| 13/02/2014  | A Phillips – Strimmer Fuel              | £15.97        |                       |
| 13/02/2014  | Eurooffice – Stationery                 | £44.61        |                       |
| 21/02/2014  | CCC Pensions Account                    | £239.98       |                       |
| 24/02/2014  | Tenby Observer – Advertisement          | £120.00       |                       |
|             |   |               |                       |

**PAYMENTS PREVIOUSLY AGREED** eg, Grants, Sec 137 payments, allowances

| <b>Date</b> | <b>Description</b>               | <b>Amount</b> | <b>Payment Method</b> |
|-------------|----------------------------------|---------------|-----------------------|
| 26/02/2014  | Richard Orchard – Scout Jamboree | £250.00       | CHQ 100220            |

**ACCOUNT RECEIPTS**

| <b>Date</b> | <b>Description</b>                    | <b>Amount</b> |
|-------------|---------------------------------------|---------------|
| 14/01/2014  | Princes Gate Cool Water – credit note | £7.20         |
|             |                                       |               |

**SALARIES AND WAGES**

|                       |                    |          |
|-----------------------|--------------------|----------|
| 06/01/2013-05/02/2014 | Salaries and Wages | £4803.13 |
| 06/01/2013-05/02/2014 | Tax and NI         | £1032.45 |

**ACCOUNT BALANCES**

|            |                      |           |
|------------|----------------------|-----------|
| 27/02/2014 | HSBC Current Account | £56377.96 |
| 27/02/2014 | HSBC Premium Account | £32370.22 |

It was **PROPOSED by Councillor J McNaughton**  
**SECONDED by Councillor M Colgan**  
**RESOLVED - That the Town Council approve payment of Accounts and Salaries and Wages payments, and also approve payments previously agreed.**

**147. AGENDA/REPORT ITEMS FOR THE NEXT MEETING**

There were none.

**148. COMMUNITY ISSUES**

Trinity Road Street-lighting: It was questioned whether one streetlight might be left on during the period of midnight to dawn as youngsters are using this area as a cut-through and hiding and this is making residents unhappy. It was commented that any incidences of anti-social behaviour must be reported to the police and if the police were to comment to PCC, the request might be viewed more favourably. Councillor T Wilcox did state that unfortunately the lighting situation has to be one of all on or all off and this is due to insurance purposes.

*Councillor C Fortune left the meeting at this point*

Village Green Status: The Town Clerk stated that the law for applying for Village Green Status is changing in the near future so if there are any areas that we wish to put into this category, then the applications must be submitted before September 2014. The new law will make it virtually impossible to obtain Village Green Status. It was commented that the areas in Queen Street and Charlton Place are two areas that should be looked at.

Planning Application by Ledwood Engineering: It was commented that a few residents are now asking town councillors what is happening with this application for the development of a plant to manage oily sludge on the Waterloo Industrial Estate as there are many concerns. Councillor P George stated that the residents of Cosheston are forming an action group to protest against the application. The application has been discussed by the Planning Sub-Committee of the Town Council and there being insufficient information for them to make any informed decision it had been requested the application be taken to full council at PCC. Councillor P Gwyther raised concerns about the consultation period for the application, he stated that the 14 day period given was nowhere near long enough for such a controversial application. Town councillors are suggesting to concerned residents that they write individual letters of objection to PCC as opposed to petitioning.

**149. MAYORS REPORT**

The Mayor commented that she had attended the recent Town Regeneration meeting, an event at RAF Brawdy as a guest of the 14<sup>th</sup> Signal Regiment for their St David's Day celebrations and also a lunch at PRP Training within the town again to mark St David's Day and the start of National Apprentice Week where the lunch was prepared by the catering students who are undertaking courses via PRP.

**150. PRIVATE AND CONFIDENTIAL**

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor P Folland**

**RESOLVED - That the press be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.**