

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 1st July 2010

PRESENT:

Councillor M Colgan (Mayor), A McNaughton, D Humphreys, P Gwyther, S Perkins
C Gwyther, M Murton, P E George, C Fortune & K Becton

IN ATTENDANCE:

Moira Saunders- Town Clerk
Sarah Scourfield- Assistant Town Clerk
Medi George – Western Telegraph Representative

42.APOLOGIES FOR ABSENCE

Apologies were received from Councillors W Rees & K Higgs.

43.DECLARATIONS OF INTEREST

Declarations of interest were received as follows:

Minute 47 of Town Clerk report and Minute 53 of Supplementary Report

Planning applications: Councillors S Perkins & K Becton (County Councillors)

Minute 49 of Town Clerk Supplementary Report

Councillors C Fortune & M Colgan.(Village Green, Pennar)

Minute 50 of Town Clerk Supplementary Report

Councillors P E George & D Humphreys (Pater Hall Community Trust)

44.QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public

45.MINUTES

It was

**PROPOSED by Councillor C Fortune
SECONDED by Councillor M Murton**

RESOLVED - That the Minutes of 10th June 2010 were adopted as a true record.

46.MATTERS ARISING FROM THE MINUTES

a) Minute 28 Question and answer session with members of the public

The Town Clerk informed members that she had correspondence regarding the issues which Mr Lewis had presented to members. Pembrokeshire County Council had stated in correspondence that the road is not adopted. Councillor S Perkins commented that she was going to arrange a meeting with Glenville Codd from Pembrokeshire County Council but stated that Mr Lewis should contact his solicitor to gain legal advice if he wanted to progress the issue further.

b) Minute 30c Illegal Parking

The Town Clerk informed members that she had approached the Police regarding being open about the zero tolerance days, to widen public awareness of illegal parking.

c) Minute 16 British Legion Pembroke/Pembroke Dock Branch

Councillor A McNaughton commented that there will be a meeting held on Monday (5th July) night to discuss issues at Pembroke Dock Branch, he stated that the meeting will be held in the Three Crowns in Pembroke Dock.

d) Minute 21 Armed Forces Day

The Town Clerk informed members that this event was on Saturday 26th June and the event was well attended and the service all went to plan.

e) Minute 35 Police Liaison

Councillor M Murton commented that there had not been a meeting since the last Town Council meeting but would bring up the issues regarding Hobbs Point at the next meeting.

f) Minute 37a Minor Injury Unit at South Pembs Hospital

The Town Clerk informed members that she had written to Mr Warlow and is awaiting a reply.

g) Minute 37b Summer Festival

Councillor P E George stated that the Festival Committee should be congratulated, the week was well attended and it was an excellent week. Councillor S Perkins commented that she wanted to thank everyone that attended the events and thanked the Mayor and Town Council for all the support given.

h) Minute 37e Gas House Lane

The Town Clerk informed members that she had contacted Pembrokeshire County Council regarding Gas House Lane. Pembrokeshire County Council has stated that Gas House Lane is not adopted.

i) Minute 37f A1 Scrubbers

The Town Clerk stated that she had contacted Pembrokeshire County Council regarding the business and they commented that the issue was already in hand and action was being taken.

47.REPORT OF THE TOWN CLERK

37. Local Authority Byelaws in Wales – a Consultation Paper procedures for making, confirming and enforcing byelaws

The Town Clerk stated that she had received a copy of this consultation document, she suggested that it was referred to the Consultation committee meeting which will be taking place shortly. Members agreed.

38. SLCC Renewal of membership

The Town Clerk stated that membership of the Society of Local Council Clerks was now due and will cost £151. She commented that she had found the help and advice from the Society that she had received during the last year invaluable on many different issues. The Town Clerk asked members for agreement in renewing the membership.

It was

**PROPOSED by Councillor C Fortune
SECONDED by Councillor S Perkins**

RESOLVED - That the membership of the Society of Local Council Clerks costing £151.00 would be renewed.

39. Financial assistance – Lucianna Cole

The Town Clerk informed members that she had received a letter and a completed form on behalf of Lucianna asking whether the Town Council will support her as she has been selected to represent girl guiding in Pembrokeshire and Wales at an international Jamboree in Austria this summer to celebrate 100 years of scouting . She stated that she is a young leader with 4th Pembroke Dock Brownie unit. Lucianna also says that she has been doing different tasks to help raise money towards attending this Jamboree.

It was

**PROPOSED by Councillor C Fortune
SECONDED by Councillor P E George**

That the Town Council transfer £ 100 to the Mayors allowance and £100 to be paid to Lucianna Cole from the Mayors allowance.

An amendment was

**PROPOSED by Councillor M Murton
SECONDED by Councillor K Becton**

RESOLVED - That the Town Council transfer £150 to the Mayors allowance and £150 to be paid to Lucianna Cole from the Mayors allowance

Members voted with 6 Councillors for the amendment and 1 Councillor against

40. Help for Heroes

The Town Clerk informed members that a letter had been received from Hannah Cox, thanking the Mayor for attending the help for Heroes Dinner Dance at which £2,208 was raised for the charity.

41. Children with Leukaemia – raffle tickets

The Town Clerk stated that she had received some raffle tickets from this organisation for their Summer Grand Draw. The Town Clerk questioned if any member would like to sell them. Councillor K Becton commented that she thought it was not appropriate for the Town Council to sell the tickets she stated that if the Town Council did it for one organisation then others would want the same. Councillor S Perkins commented that as a Town Council we should not sell the tickets.

42. National Training Programme for Community and Town Councils in Wales

The Town Clerk stated that she had enclosed as Appendix A copies of available training courses organised by One Voice Wales. She commented that if any Member felt they would like to attend any of the courses, would they please contact the office. Councillor P Gwyther commented that due to their not being many courses locally the list is very limited and questioned if the Town Council would be able to have handbooks instead. The Town Clerk commented that she would enquire about the handbooks.

43. Pedestrian Crossing in Bush Street.

The Town Clerk commented that she had contacted Mr John Price of the County Council and the reply which she received states

"New crossings need to be justified by evidence of likely use and that there is a difficulty for crossing unassisted. A pedestrian and vehicle count would be needed to see if there was sufficient pedestrian activity to warrant the investment. It may be easier to provide a crossing island as has been done further along the

road near the Charlton Place junction. Road width and the presence of parked vehicles would be factors in selecting a site.

Has your Council a view on where the greatest crossing activity may be along Bush Street?

The site at the top of Meyrick Street may have been selected by Dyfed because of the presence of the school/adult learning centre and high pedestrian activity. The volume of traffic to the Dockyard would have been greater and these factors may have influenced the introduction of the crossing. I suspect current counts of vehicles and pedestrians may not indicate a crossing can be recommended. Perhaps you can provide further comment on where pedestrians cross at present and if that location requires a long wait to cross."

Councillor K Becton commented that the statement from Mr John Price is sensible and that there is not a lot of pedestrian activity along Bush Street.

44. Frequency of Town Council meetings

The Town Clerk commented that at the last meeting it was discussed about whether Council meetings should be held less frequently.

She stated that she had checked the standing orders and there is no specification in them that refers to the frequency of the meetings. The Town Clerk informed members that the Standing Orders state that meeting dates are agreed at the AGM for the year, this the Town Council did in April 2010 for the coming year. She commented that if Council wishes to change the dates there are two ways forward.

1. To wait until 6 months after that decision to change the dates, that will be October
2. To raise a Notice of Motion changing the meeting dates by giving the notice to the Clerk at least 7 clear days before a meeting , this notice to be signed by at least 4 Members .

Councillor P E George raised concerns that if there is longer time between meetings it will make the meetings go on longer. Councillor S Perkins commented that she felt meetings should be monthly to help ease pressure on staff.

The Town Clerk commented that if members wish to meet less frequently then consideration must be given to permitting delegated powers to the planning committee as there should be a two week turn around for planning application observations made to the County Council. Councillor C Gwyther raised concerns regarding Planning Applications which could be contentious she commented that full Council would not see the applications before decisions were made. Councillor A McNaughton stated that issues like this have previously happened and members of the Planning Committee understand the importance of this. The Town Clerk stated that the Town Council can ask for an extension on the comment date on an application so any applications which need full Council approval can still be commented on.

It was

**PROPOSED by Councillor K Becton
SECONDED by Councillor S Perkins**

**RESOLVED- That the Town Council would wait 6 months
and change the meeting dates in October**

45. Charters for Unitary Authorities and Town and Community Councils.

The Town Clerk commented that she had received a letter from the Welsh Assembly Government informing Council that they are encouraging closer working relationships between County Councils and the Town and Community Councils lying within their area. She stated that in 2 of the 22 unitary authorities in Wales there are in place charters set up to achieve better relationships.

The Town Clerk stated that she had approached the Monitoring Officer of Pembrokeshire County Council asking whether there was any intention of doing this locally. The response she received was that The Director of Development, Dr Steven Jones has been considering this issue and is preparing a briefing note to Chief Officers. The measure going through the Assembly is expected to be published in July/August this year.

The Town Clerk stated that she had printed the Final Guidance on this issue as produced by the Assembly and hope that she would receive more information soon.

The Town Clerk commented that she felt that this was an important issue and might aid the Town Council's relationship with the County Council.

46. Ombudsman – Contributing to Excellence Annual Report 2009/10

The Town Clerk commented that she had received a copy of this report; it will be on the table on the RHS of the chamber.

47. Planning Applications

10/0256/PA	Mr Mike Swain Edgefield Beach Road Llanreath Pembroke Dock SA72 6TP	Edgefield Beach Road Llanreath Pembroke Dock SA72 6TP Two Storey Extension
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It was

**PROPOSED by Councillor C Gwyther
SECONDED by Councillor C Fortune**

RESOLVED-That the Town Council support this application

10/0231/CA	Mrs Eunice Mc Collum 2 Hazelbank Hill Hazelbeach Llanstadwell SA73 3DY	Universal Garage Park Street Pembroke Dock Demolition of garage and erection of dwelling.
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It was

**PROPOSED by Councillor P Gwyther
SECONDED by Councillor C Gwyther**

RESOLVED-That the Town Council support this application

48. Planning Decisions

09/1228/PA- Removal of shop front & replacement with traditional timber double sash windows, ground floor – 8, Laws Street, Pembroke Dock, SA72 6DL- **Granted**

10/0019/PA – Alterations to front elevation – Swan Inn, 23 Queen Street, Pembroke Dock, SA72 6JH- **Granted**

48. SUPPLEMENTARY REPORT OF THE TOWN CLERK

49. Village Green application-update

The Town Clerk informed Members that she had received notification that the application will be decided at a public enquiry to be held it seems sometime in the autumn. She stated that she had asked the solicitor of the Town Council to determine the process and potential cost incurred and commented that she would report back at the next meeting.

50. Pater Hall Trust- Improvements to the Pater Hall Proposals

The Town Clerk commented that she had placed in front of members a paper she received today regarding these changes. She stated that Councillor Phil Gwyther would report on this issue. Councillor P Gwyther stated that the Pater Hall Trust had funding available to do a lot of work to the building, he stated that as the Town Council are landlord of the building, permission would be needed for the improvements to go ahead. He stated that the improvements would be completed in stages, stage 1 would be the front of the building and stage 2 would be the rear of the building. Councillor S Perkins raised concerns over issues regarding where staff would go and where would full Council meet as there will be major works ongoing. Councillor P Gwyther stated that the offices would not be touched during stage 1 of improvements. After discussion

It was

**PROPOSED by Councillor P Gwyther
SECONDED by Councillor C Gwyther**

RESOLVED- that members needed time to look over the information and a meeting would be called for Monday 5th July at 12.30 to discuss the improvements.

51. Local Development Plan

The Town Clerk stated that she had received an update on the Local Development Plan and it seemed that it had been delayed. She commented that there is the hope that the Deposit Plan will be taken to full council on 21st October 2010. Once the Plan goes on to deposit everyone who has registered an interest will be contacted. The Town Clerk stated that she believed that the Town Council had shown that interest but she would ensure that the Town Council receive notification when the Deposit Plan is available.

52. Clerks' Forum in Pembrokeshire

The Town Clerk informed members that she had been approached by the Monitoring Officer in the County Council along with My Hugh Colley from Pembroke Town Council to lead up a form of clerks from the Town and Community Councils in Pembrokeshire, she stated that the intention was to strengthen the local Council community and give support to Clerks and to gain by mentoring advice and training. The Town Clerk commented that in her earlier report she explained about the measure from the Welsh Assembly Government about charters being set up between the unitary authorities and the town and community councils in the area. She stated if this is taken forward then this forum could be used to set up these links.

Councillor P Gwyther questioned if PALC were involved, the Town Clerk explained that PALC were not currently involved as the forum would be aimed at officers of Town Councils and not Councillors. Councillor C Gwyther stated that she felt it was a good idea and a good way of achieving links between unitary authorities, but asked if the monitoring officer could inform PALC of developments.

It was

**PROPOSED by Councillor C Gwyther
SECONDED by Councillor A McNaughton**

RESOLVED- that the Town Council agree that the Town Clerk be part of the Clerks Forum

53. PLANNING

10/0114/PA

Mr A Grunfield
Erringham Holdings LTD
c/o Lambert Smith Hampton
79 Mosley Street
Manchester

Zone 10 & 11
Pennar Point
Pennar
Pembroke Dock
**Variation of Condition 3
Of 08/0302/PA&
Condition 4 of
04/1024/PA to extend
time for Submission of
reserved matters.**

It was

**PROPOSED by Councillor C Fortune
SECONDED by Councillor D Humphreys**

**RESOLVED- that the Town Council recommend this
application is supported.**

10/0281/PA

Mr John Purser
The Stables
Upper Portclew
Freshwater East
Pembroke

Rhydberth House
6 Bush Street
Pembroke Dock
SA72 6AX
**Conversion of redundant
outbuilding to residential
flat**

It was

**PROPOSED by Councillor C Gwyther
SECONDED by Councillor P Gwyther**

**RESOLVED- that the Town Council recommend this
application is not supported due to the over development
of a restricted site, loss of onsite parking, overlooking
issues to neighboring properties and the existing lane to
the rear has inadequate width which is unsuitable for
vehicles which could be associated with the site.**

49. FINANCIAL REPORT

13. Accounts for Payment

The following accounts were submitted for approval of payment:

28	Pembroke Dock Community Web Project	£400.00
29	Newey & Eyre- cable ties- flower baskets	£29.96
30	Swalec- Pump House Electricity	£15.82
31	BT - Internet Services	£123.33
32	Battery Masters - Battery and charger for bowser	£47.80
33	SLCC Enterprises LTD	£64.62

NB: Accounts 31 and 32 were paid out of meeting.

14. Salaries and Wages

05/06/2010-25/06/2010	Salaries & Wages	£3,969.44
05/06/2010-25/06/2010	Tax and NI	£1,125.73

15. Account Balances

25/06/2010	HSBC Current Account	£9,227.69
25/06/2010	HSBC Premium Account	£52,614.32

It was:

**PROPOSED by Councillor K Becton
SECONDED by Councillor S Perkins**

**RESOLVED - That the Town Council approve payment of
Accounts numbered 28-33 and Salaries and Wages
payments.**

50. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Memorial Park Update

Councillor S Perkins stated that members of the Memorial Park Group met with bike track designers and are currently waiting for the proposals to come through from the companies they met with. She stated that they had also met with planners from Pembrokeshire County Council who were happy with the plans for the leased area in the Memorial Park. Councillor S Perkins commented that a meeting was held for the group to meet with young people of the town to question what layout and equipment they would want for the skate park, she commented that they were very keen to take ownership and are looking at ways to fundraise. Councillor S Perkins informed members that as soon as the lease is with the group and quotes are in, works will hopefully start September/October.

Town Heritage Initiative meeting

Councillor K Becton that she had information regarding the Town Heritage scheme she stated that work was in progress and that 14,15,17,18,19,22 & 23 Commercial Row, 85 Queen Street, Coronation School, Albion Square School & Dockyard wall improvements were all going ahead. She stated 14 & 15 Dimond Street design applications have been submitted but they have had difficulty due to asbestos found, but progress is being made.

Dr Jones Charity

Councillor P E George commented that she had attended a meeting with Dr Jones Charity and they had recently put an advert in the Western Telegraph regarding donations to young students, but the charity received no replies from the advert. She commented that she will put the advert up in the Pater Hall notice board to spread awareness of grants which are available to young students.

HMS Kent demonstration

Councillor A McNaughton informed members that he represented the Mayor at the HMS Kent demonstration held in Cardiff, he commented that there was a demonstration of the operations on the ship and the event was well attended. Councillor A McNaughton stated that they had first class treatment and both his wife and he were very well looked after and that he was going to send them a personal letter of thanks. He informed members that the Mayor of Aberystwyth was at the demonstration and she handed Councillor A McNaughton a lapel badge he commented that he thought this was a good idea and maybe the Mayor of Pembroke

Dock should do the same.

Pembroke Dock Environmental Action Team

Councillor M Colgan commented that she had attended the recent meeting of Pembroke Dock Environmental Action Team she commented that the meeting was well attended. She stated that the main item on the agenda was the cleanliness of the centre of the town, and that Pembrokeshire County Council maintenance team would be focusing on this area in the next few weeks.

51. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

52. ANY OTHER BUSINESS

a) Proposed Aldi Site

Councillor P E George questioned if there were any developments with the proposed Aldi site. The Town Clerk stated that she had contacted the company but there was no information at present she commented that they had applied for planning on a number of locations and have yet to decide which site they are going to develop.

b) Prince of Wales

Councillor D Humphreys stated that the Prince of Wales are developing the garage to the rear of the property with no planning permission, Councillor M Murton stated that enquiries have been made and there has been no planning application submitted to Pembrokeshire County Council, she commented that the Officer dealing with the issue from Pembrokeshire County Council is Rita Williams who has been out to the site and spoken with the developer, she has given the developer 28 days to make an application. Councillor M Murton commented that Rita Williams had informed the developer that the UPVC doors would not be acceptable within the conservation area. Councillor S Perkins commented that a court order needs to be raised before the developer can be stopped. Members suggested that the Town Council contact Rita Williams to support Pembrokeshire County Council actions in this matter.

c) Asda Car Park Toilets

Councillor P Gwyther commented on the poor state of the toilets in Asda Car Park which are owned by the County Council. He stated that they are the only public toilets in Pembroke Dock. He stated that there is no ventilation and the smell from the toilets is bad. He asked if the Town Clerk could contact Pembrokeshire County Council to ask them if they can provide ventilation in the toilets.

d) Pater Hall Toilets

Councillor P Gwyther questioned if the Town Council would consider opening the toilets at the front of the Pater Hall, Councillor P E George commented that the toilets could only be open during office hours. The Town Clerk stated that in principle the idea is good but cleaning and care taking staff are not always around the front of the building so there would be staffing implications. Councillor C Gwyther stated that the Town Council do have duties to lobby the County Council to provide proper amenities and maybe this matter should be discussed at a later date.

e) Bus Stop – High Street

Councillor P Gwyther stated that in High Street opposite the post office the County Council have painted lines on the road to highlight parking areas, but they have also painted the lines across the bus stop, so people are parking there. He commented that people are double parking which is then causing the road to be blocked on occasions. He questioned if the Town Clerk could write to Pembrokeshire County Council to highlight the situation.

f) Seafair Haven Brochure

Councillor S Perkins commented that she was amazed that Pembroke Dock had not been involved in the Seafair Haven brochure this year, she stated that they didn't approach the festival group about the events. She asked if the Town Clerk could contact the Port Authority to ask why Pembroke Dock had been left out.

g) Victoria Road Surfacing

Councillor A McNaughton questioned if there was any information on when Victoria road would be resurfaced. Councillor M Colgan commented that it had been discussed in Pembroke Dock Environmental meetings and would be completed in due course weather depending.

h) New A&E Withybush Hospital

Councillor M Colgan stated that she had attended the opening of the new A&E in Withybush hospital she commented that the work which had been done was to a very high standard but at present there is not enough staff to run the department and worries if they will be able to fully staff the department in the future.

PEMBROKE DOCK TOWN COUNCIL.
PRIVATE & CONFIDENTIAL REPORT 01st July 2010

53. PRIVATE AND CONFIDENTIAL MINUTES

It was

PROPOSED by Councillor S Perkins
SECONDED by Councillor P Gwyther

RESOLVED - That the Minutes with the agreed amendment of 10th June 2010 were adopted as a true record.

54. MATTERS ARISING

There were no matters arising.

The meeting ended at 20.35