

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 2nd September 2010

PRESENT:

Councillor M Colgan (Mayor), A McNaughton, P Gwyther, M Murton, P E George, S Perkins, P Kraus, A Wilcox, E Cook, C Gwyther

IN ATTENDANCE:

Moira Saunders- Town Clerk
Sarah Scourfield- Assistant Town Clerk

66.APOLOGIES FOR ABSENCE

Apologies were received from Councillors D Humphries, K Becton, C Fortune, & W Rees

67.DECLARATIONS OF INTEREST

Councillor S Perkins and T Wilcox declared an interest in minute 64 Planning - Report of the Town Clerk.

68.QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public

69.MINUTES

It was

**PROPOSED by Councillor P E George
SECONDED by Councillor M Murton**

RESOLVED - That the Minutes of 22nd July 2010 are adopted as a true record.

70.MATTERS ARISING FROM THE MINUTES

a) Minute 54 Capacity of Councillors On Outside Bodies

The Town Clerk informed members that at the last meeting member requested clarification on the rules, she stated that if the discussion is on planning grounds then the member would have to declare a prejudicial interest, but with anything else it would just be a personal interest. Councillor S Perkins questioned if interest would have to be declared on financial issues, the Town Clerk commented that it would only have to be a personal interest and not prejudicial interest.

b) Minute 58 Crossing on Bush Street

The Town Clerk stated that she had contact Mr Price regarding members' comments from the last meeting, Mr Price commented that they would be completing a safety audit on the site near to Wavell Crescent to see if it would be viable for a crossing.

c) Minute 60 Milford Haven Town Council- car parking charges

The Town Clerk commented that she had spoken with the Town Clerk from Milford Haven and she stated that they were waiting for a response from the Welsh Assembly Government before they decide what action to take.

d) Minute 68 New Standard Orders- From NALC

The Town Clerk informed members that she was having difficulty getting hold of the

new standing orders. She stated that she had contacted NALC but they stated that we needed to go through One Voice Wales. The Town Clerk commented that the Council are not members of One Voice Wales so are unable to use them. Councillor S Perkins questioned if the Town Council should revisit the issue of becoming a member of One Voice Wales as they have a lot of good information being fed down which could be of benefit to the Town Council. Members agreed that it would be added to the Agenda for a future meeting for discussion.

e) Planning Issues

The Town Clerk informed members that the Town Council had now received a retrospective planning application for the Prince of Wales.

f) CCTV Contributions

The Town Clerk stated that after discussions at the last Town Council meeting regarding CCTV contributions she had contacted the local police force and received a response from the local inspector acknowledging the email but she commented that she was still waiting for a full response.

71.REPORT OF THE TOWN CLERK

53. Defensible Barracks, Pembroke Dock

The Town Clerk informed members that she had received a letter from Ms Melissa Howells, an officer of the County Council explaining that the Defensible Barracks have been advertised for sale. She commented that she had subsequently spoken to Ms Howells on the telephone and discovered the history of the Barracks for the last 10 years. The Town Clerk stated that in her letter Ms Howells is encouraging the Town council to inform any contacts that might be interested in purchasing the property. The Niall Phillips Study prepared for the County Council could be made available.

The Town Clerk commented that Ms Howells also informed her that as the Barracks are considered an ancient monument the County Council have an obligation to ensure that the property is kept in reasonable order, in a state that would ensure the building was conserved, a condition survey was about to be done and a repair bill would not doubt be given to the owners of the building.

Councillor P Gwyther commented that the view from the property is vital to the sale but he stated that the view of the waterway is disappearing due to the overgrown trees and bushes. It was questioned if the view could be revived. Members agreed for the County Council to be contacted to see if anything can be done.

54. Welsh Assembly Government Consultation – Local Authority Byelaws.

The Town Clerk stated that she had attached a copy of the comments made by the Consultation Committee, she asked for members' agreement to pass the comments on to the Welsh Assembly. Members agreed for the comments to be sent.

The Town Clerk commented that she also received a copy of the latest Local Government (Wales) Measure that needs to be considered. Members agreed for this to be considered by the Consultation Committee.

All members agreed for the comments to be sent.

55. First Aid training

The Town Clerk commented that she was aware that none of the Town Council's staff had an up to date First Aid certificate. To rectify that she had approached a number of local organisations to quote for an emergency first aid at work course but also combining a defibrillator course, as there is one in the building and no one has been trained in its use.

The Town Clerk informed members that as any one of the 5 staff employed by the Town Council can be on site at any time, she felt it was essential that all 5 are trained in First Aid.

The Town Clerk stated that the cheapest quote she had received was £300 for both courses and for all 5 of the Town Council's staff and for that the gentleman concerned will hold the course on the premises. Pembrokeshire First Aid Training is a company that is used by the County Council. She asked for members' agreement to organise this course for a total of £300.00.

It was

**PROPOSED by Councillor M Murton
SECONDED by Councillor P E George**

**RESOLVED – That the Town Clerk arrange First Aid
Training for the 5 members of staff at a cost of £300.00**

56. Crime trends – Dyfed-Powys Police

The Town Clerk commented that she had enclosed in your papers prints of the crime trends screens from the Dyfed-Powys web site. She had produced a print for each ward and have grouped together the different crime types, she questioned if this was of interest to members? Or would prints of each ward and each crime type be of more interest? The Town Clerk commented that on the prints it states whether the crime levels for that specific area are above average, average or below average. All members agreed that the information shown was broken down enough.

57. Financial assistance – Thank you letters

The Town Clerk stated that she had received a letter from Daniel Rolls and Rebecca Powell thanking the Town Council for their kind help in granting them £200 towards the cost of their trip to Scarborough for the National Dance Competition, she commented that they will keep Members informed of their progress.

The Town Clerk informed members that she had also received a letter of thanks from Lucianna Cole who is a girl guide representing Pembrokeshire and Wales at a jamboree in Austria. Lucianna stated that she has enjoyed fund raising but that the donation of £100 from the Town Council has made such a difference and has helped enormously.

58. Deposit Local Development Plan-update

The Town Clerk informed members that the Plan is due to go to Cabinet on 29th November and full Council on 9th December. She commented that the formal consultation period on the plan will then begin in the New Year. The County Council will write to all consultees at the time of Deposit (late 2010).

59. Pembrokeshire Housing – Annual Report

The Town Clerk informed members that she had received a copy of this report and had placed it on the table in the Chamber.

60. Stackpole – Open day

The Town Clerk informed members that there is to be an Open day at the Stackpole gardens on 11th September between 11am and 5 pm.

61. Financial Assistance Request- Urdd

The Town Clerk stated that she had received a letter from Urdd Gobaith Cymru asking for

financial support for this charity. She commented that it offers a wide range of activities cultural and sporting, philanthropic and educational. It runs the National Urdd Eisteddfod. There are 3700 members of the Urdd in Pembrokeshire. Members agreed that the charity was out of the Pembroke Dock area so would be unable to support them.

62. No Need For Nuclear

The Town Clerk informed members that she had received information from this organisation asking for the support of the Town Council and Councillors in their campaign against future building of nuclear power station.

She stated that there is to be an early day motion in the House of Commons calling for an enquiry into whether or not new nuclear power stations are needed. They are looking for support in asking MP's to sign EDM 557.

Members agreed that this paper should remain 'on the table'

63. Unreasonably Persistent Communications and Unreasonable Behaviour Procedure.

The Town Clerk informed members that she had sent to all members a copy of the proposed procedure; she commented that she had also included a copy in the papers for this meeting.

The Town Clerk stated that the procedure itself is self explanatory and felt that it would be a good addition to the procedures of the Town Council.

She informed members that this procedure is one that is adopted by Pembrokeshire County Council and has its origins from the Public Ombudsman for Wales office.

The Town Clerk commented that she had made the suggestion that the Personnel Committee make any decision with regard to an individual who may have been deemed to have fallen into this category. She stated that as it is essential that an appeals process is adopted she suggested that an appeals panel is made up of the Mayor and two other Councillors who were not party to the original decision.

It was

**PROPOSED by Councillor P Gwyther
SECONDED by Councillor S Perkins**

RESOLVED - That the Town Council adopt the proposed procedure.

64. Planning

Planning Applications

10/0395/PA

Mr M Creed
Pembrokeshire Estates
16 Main Street
Fishguard

50 Dimond Street & 2 Laws Street
Pembroke Dock
**Proposed Party Wall & Site
Protection Works**

Members commented on concerns over who would maintain the area as at present the area is overgrown with weeds, members also questioned about the quality of the fencing to be used. It was agreed that the Town Council would ask the County Council to insist on a good standard of fencing and also for the Town Clerk to contact the land owner regarding the control of the weeds.

10/0472/PA

Mr Keith Mitchell
BushRise
Bush Hill
Pembroke
SA71 4QT

Prince Of Wales
1 Laws Street
Pembroke Dock
SA72 6DJ

**Change of use from garage to office
(retrospect)**

Members commented that there seemed to be a lot of retrospective plans coming into the office and wanted to raise their concerns about this to the County Council.

It was

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

RESOLVED - That the Town Council do not support this application due to the use of UPVC within the conservation area.

10/0506/PA

Barclays
1 Churchill Place
Canary Wharf

1 Dimond Street
Pembroke Dock

Installation of air conditioning unit

It was

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

RESOLVED - That the Town Council Support this application

73. SUPPLEMENTARY REPORT OF THE TOWN CLERK

There was no Supplementary Report given by the Town Clerk.

74. FINANCIAL REPORT

19. ACCOUNTS FOR PAYMENT

The following accounts are submitted for approval of payment:-

39	Pembroke Armed Forces Day	£125.00
40	BT Internet Services- Pater Hall Line	£175.03
41	Office White Board	£17.31
42	BK Services - Rubber feet for chairs	£33.95
43	Sunderland Trust - grant	£2,500.00
44	Office Stationary	£16.37
45	A Cooke - Wreaths	£25.00
46	Bush School Nurseries- Hanging Baskets	£1,860.00
47	Wilkinsons - Copier Paper	£13.75
48	British Leigion - Wreaths	£18.50

NB: Account 41,42,43,44 & 47 were paid out of meeting.

Councillor P E George commented that she would like to thank Jeremy Jones the Caretaker on all his hard work looking after the hanging baskets this year.

20. SALARIES AND WAGES

17/06/2010-27/08/2010	Salaries & Wages	£7454.92
17/06/2010-27/08/2010	Tax and NI	£2030.79

21. ACCOUNT BALANCES

27/08/2010	HSBC Current Account	£ 4,208.34
27/08/2010	HSBC Premium Account	£ 32,617.74

It was

**PROPOSED by Councillor E Cook
SECONDED by Councillor S Perkins**

**RESOLVED - That the Town Council approve payment of
Accounts numbered 37-45 and Salaries and Wages
payments.**

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

PDEAT

Councillor M Murton commented that at the last PDEAT meeting plans were put into place to refresh the town, but commented that nothing had gone ahead yet. She stated that the team are due to meet on 8th September where a new chair was to be elected after the resignation of Mr Ron Watts. She stated that there had been discussions at previous meetings as to which direction the group should be going but commented that this should be discussed in more detail at the next meeting.

Police Forum

Councillor M Murton commented that she had attended the recent Police Forum meeting and priorities for the month were the Golf Club, due to recent attacks within that area, Cycling on pavements and general antisocial behaviour at Hobbs point and Albion Square. Councillor M Murton stated that the Forums need more people to attend, she stated that the feedback received from officers in the meeting is constructive and useful.

Pater Hall Trust

Councillor P Gwyther informed members that the Grant application for the Trust is ongoing, he stated that there had been issues in gaining a copy of the lease, but are now in contact with Lowless and Lowless who are trying to find a copy. He commented that one part of the lease had not been completed which was the sub lease to the Town Council but this was being looked into.

Councillor P Gwyther stated that within the next two weeks the Pater Hall Trust would need to produce a business plan for the grant application, but commented that they had applied to five other grant funders for match funding. Councillor P Gwyther questioned when the £5000 grant from the Town Council could be paid, the Town Clerk commented that the grant could be paid at any time and would arrange for the money to be paid to the Pater Hall Trust.

76. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

77. ANY OTHER BUSINESS

Llanion Cemetery

Councillor P E George commented that the Cemetery is looking messy every time the grass is cut; she stated that the remains of the cut grass is left and not picked up. Councillor S Perkins commented that there had been a notice of motion within the County Council to pick up the grass but she stated that they blow the grass instead. Councillor P Gwyther commented that the Cemetery does not compare well to the high standards of Milford Haven and Haverfordwest. Councillor S Perkins questioned if the Town Council could look at costs to cut the grass themselves, how many hours etc, Councillor P Gwyther stated that we should approach Milford Haven and Haverfordwest Town councils to see how they operate the work.

It was

**PROPOSED by Councillor S Perkins
SECONDED by Councillor P E George**

RESOLVED - That the Town Clerk would contact Milford Haven Town and Haverfordwest Town Council for information of grass cutting of cemeteries and look at costings.

Bunting and Flags

Councillor P Gwyther stated that he had been asked by John Evans at the Sunderland Trust if he could use the Bunting and Flags for the Blitz weekend. The Town Clerk commented that the Town Council does not have any Bunting but the flags are available.

Give Way Sign Lewis Street

Councillor P Gwyther stated that he had been asked by Councillor K Higgs to mention about the missing Give Way signs at the bottom of Lewis Street, he commented that there had recently been a near miss there with another vehicle. Councillor P Gwyther commented that also the white lines have almost disappeared. It was agreed the Town Clerk would contact the County Council to notify them of the situation.

Mayors Charity Ball

Councillor P Kraus informed members that on the 15th October there will be a Mayors Charity Ball being held at the Cleddau Bridge Hotel 7.30-8.00pm in aid of 2014 Bicentenary. He stated that they have a lady singer and an auction and raffle at the end of the evening. Councillor S Perkins raised concerns that this had not been publicised to Councillors and questioned if they were insured with regard to the money side of things, and also how much the staff would be involved. Councillor P Kraus commented that he was not worried about the costs as he would be able to obtain donations from companies; he stated that most of the work would be done through the outside companies that were involved. Councillor P Kraus assured Council that there would not be any liability on the Town Council to cover any shortfall if sufficient tickets are not sold for the event.

Wasps Nests

Councillor A McNaughton commented that he had been approached by a neighbour within his ward regarding a wasp's nest. He stated that at present the County Council remove wasp's nests for a fee of £49.00 but was informed that after March 2011 homeowners would need to go to a private company. Councillor S Perkins commented that there are a lot of rumours at present regarding cuts but nothing has been confirmed.

Pennar Hall

Councillor E Cook commented that the shooting club are holding an open afternoon at Pennar Hall on Saturday 11th September. She stated that they have a large range in the basement of Pennar Hall, with many disabled members. She commented that it will be £2.00 per card with all proceeds going to the Air Ambulance.

Council Photographs

Councillor M Colgan suggested that the Council have new photographs done, also update the Mayoral pictures. The Town Clerk commented that she will look at costings for this and report back.

Garrison Chapel

Councillors questioned what the criteria selection is for the use of the Garrison Chapel. They commented that they had approached the County Council to use the Garrison Chapel for the Armed Forces Day last year but were refused use of the building. Councillors asked the Town Clerk to contact the County Council to ask what the criteria for selection for the use of the Chapel is for future information.

78. PRIVATE & CONFIDENTIAL MINUTES

It was

**PROPOSED by Councillor S Perkins
SECONDED by Councillor P E George**

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