

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 04th November 2010

PRESENT:

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

IN ATTENDANCE:

Moira Saunders- Town Clerk
Sarah Scourfield- Assistant Town Clerk

113. APOLOGIES FOR ABSENCE

Apologies were received from Councillors K Higgs, P Kraus and C Fortune.

114. DECLARATIONS OF INTEREST

Agenda item 7 – Grant to Pater Hall Community Trust for salary costs and potential extension lease - Councillors P E George, M Colgan and D Humphries.

Item 99- Planning Applications of Town Clerk Report and item 113- Planning Applications of Supplementary Report – Councillor S Perkins

115. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public

116. MINUTES

It was

PROPOSED by Councillor M Murton
SECONDED by Councillor D Earl

RESOLVED - That the Minutes of 14th October 2010 are adopted as a true record.

117. MATTERS ARISING FROM THE MINUTES

a) RAF Chivenor Search and Rescue

The Town Clerk informed members that a letter had been sent to the Minister urging him not to reduce the operational hours.

b) Unregistered footpath between Treowen Road and Bufferland Terrace.

The Town Clerk stated that she had been in contact with Mr Cloud and she made it clear to him that the Town Council would consider a contribution to the resurfacing of the path but not towards the removal of the pole. The Town Clerk informed members that she had stated to Mr Cloud that funds for this would not be available until the new financial year.

c) Reports from Town Council representatives serving on outside bodies – Police Forum

The Town Clerk informed members that the Parking Enforcement papers from the last Police Forum meeting were included with their papers.

118. REPORT OF THE TOWN CLERK

91. Frequency of Town Council meetings

The Town Clerk reminded members that it was suggested some months ago that the frequency of Town Council meetings should be reviewed. It is now more than 6 months since the meetings for the current year were agreed by Council.

Different frequencies have been suggested by members she recommended that Council meetings are held every 4 weeks. The Town Clerk stated that there are a number of group meetings which herself and the assistant town clerk attend and service so to extend Town council meetings to every 4 weeks would be of enormous help to the running of the Council for the officers. Also to extend the period between meetings by just a week will not increase the business of the meetings by any great extent but will give the officers more time to be proactive rather than reactive within the constraints of their working hours. A suggested schedule of meetings was included.

It was questioned if the change of meeting dates would affect the planning process; the Town Clerk stated that the Town Council office currently requests extensions for comment dates on applications at present so this would not be an issue.

It was

**PROPOSED by Councillor S Perkins
SECONDED by Councillor D Humphries**

**RESOLVED – That Town Council meetings are 4 weekly with meetings being on the following dates:
25th November 2010, 16th December 2010,
13th January 2011, 10th February 2011, 10th March 2011,
7th April 2011 and 12th May 2011 (AGM)**

92. PCSO provision in Pembroke Dock

The Town Clerk informed members that at the moment there are only 3 PCSOs based in Pembroke Dock. One of whom is on light duties and is not allowed to leave the station so that effectively leaves only 2, although as they work on opposite shifts that means one PCSO at any time.

She stated that as members were aware some PCSOs are on temporary contracts and those contracts in the present financial climate may not be renewed. This would then reduce the PCSO provision to one officer in the town. As we know the PCSOs work a great deal within the community and they are indeed the public face of local policing in the town. The Town Clerk questioned if the Town Council should be contacting the Dyfed-Powys police force asking what provision they have with regard to local policing if they reduce the number of PCSOs and try to persuade the Force to keep the PCSOs.

It was

**PROPOSED by Councillor S Perkins
SECONDED by Councillor M Murton**

RESOLVED – That the Town Clerk contact Dyfed Powys Police to question the future plan for PCSO's of Pembroke Dock

93. Proposal to create a Finance Committee

The Town Clerk asked members to consider setting up a finance committee within the Council structure. Many Councils work with these committees.

She stated that it would be a committee that just as the Planning Committee does would report to the Full Council with any recommendations so that full council still has the final say on finance and budgetary issues.

The Town Clerk stated that it would a great help to the officers of the Council in that it would support and understand in detail the financial issues facing the Council. This is perhaps more important now bearing in the mind the probable constraints on public spending. The Town Clerk informed members that she had attached the proposed terms of reference of this committee. After discussion it was agreed that the Committee should be a Working Group instead of Finance Committee with Councillors, K Becton, D Humphries, D Earl and C Gwyther as members. The Town

Clerk stated that she would circulate dates for the first meeting.

It was questioned if a Standing Orders sub group should also be set up, this was agreed but there were no volunteers for this group, the Town Clerk stated that she would bring this back to the next meeting.

94. Resignation of Councillor Will Rees

The Town Clerk informed members that she had enclosed a copy of the letter that had been received from Councillor Rees and commented that he is finding his university career very absorbing and does not feel able to continue as a Councillor. The Town Clerk stated that with member's agreement she will contact the elections officer in the County Council to notify her of this vacancy. It was agreed by members to thank Will for all his efforts during his time as a Councillor, and also for the Town Clerk to contact the Election Officer of the County Council.

Members were advised there was now a vacancy on the Consultation committee and asked for volunteers. No members were interested at present.

95. AGM – Planed

The Town Clerk informed members that Planed annual general meeting is to be held at Plas Hyfryd Hotel, Narbeth on Thursday 25th November 2010 at 7.30 pm. She stated that the letter asks if someone from the Council would like to attend, if anyone is interested could they let the office know before 22nd November please.

96. Daniel Rolls and Rebecca Powell- Dancers

The Town Clerk informed members that she had received a letter from Maxine Rolls giving an up date of how these two young dancers did at the dance competition in Scarborough. They were judged by some well known and respected people and their performance was well received. They did not win this time but the experience they gained was invaluable. The Town council have again been thanked by Mrs Rolls for they contribution towards this trip.

97. Financial Assistance – St Non's Ward

The Town Clerk informed members that St Non's ward was built in 2003. It is a purpose built 15 bed assessment and treatment unit for older adults. St Non's cares for people with a variety of mental health problems such as depression, anxiety and memory difficulties.

They are holding a fund raising Christmas Fayre to be held at the Picton Centre, Haverfordwest on Saturday 20th November. They are also asking for a donation towards the aim of building a conservatory.

Members agreed that St Nons Ward is out of the Pembroke Dock area so could not help with any funding.

98. New Traffic orders

The Town Clerk stated that she had received some new traffic orders from the County Council, New one way order, Market Street, No waiting at any time at Lower Meyrick Street, Princes Street, Tremeyrick Street and Victoria Road. Members welcomed the new traffic orders.

99. Planning Applications

10/0645/AD

Mr J Edwards
Atlantic Trampolines
Bounce House
London Road Industrial Est
Pembroke Dock

Unit 1
London Road Industrial Estate
Pembroke Dock
SA72 4RZ

Erection of illuminated signs

It was

**PROPOSED by Councillor D Humphries
SECONDED by Councillor A McNaughton**

RESOLVED – That the Town Council recommend this application is supported

Application for new Premises License, Ferry Inn, Pembroke Ferry, Pembroke Dock, SA72 6UD

It was

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

RESOLVED – That the Town Council recommend this application is supported

100. Planning Decisions

10/0506/PA- Installation of air conditioning unit – Barclays Bank, 1 Dimond Street, Pembroke Dock, SA72 6JB- **Granted**

10/0570/PA- Change of Former school to 37 flats and 4 cottages to rear- Coronation Education Centre, Meyrick Street, Pembroke Dock – **Granted**

Members raised concerns regarding the Coronation School development. It was discussed that when National Parks object to a Planning Application then the application is seen by the Planning Committee of the County Council

It was

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

RESOLVED – That the Town Council write to the County Council to ask for the same rulings as the National Parks when Town Councils object to planning applications.

10/0565/PA – Two Storey Extension – 16 Charlton Place, Pembroke Dock, Sa72 6AY- **Granted**

10/0586/PA- New Apartment and parking space- Rear of 9 Milton Terrace, Pennar, Pembroke Dock- **Granted**

10/0562/PA- Plot 6 Haggert Field, Grove Street, Pennar, Pembroke Dock - **Withdrawn**

119. SUPPLEMENTARY REPORT OF THE TOWN CLERK

101. Tourism Committee meeting note

The Town Clerk informed members that these were included in their papers. She stated that a meeting was held on 18th October and as stated in the meeting notes there was just 3 committee members present at the meeting.

Town Council members agreed for the following items to be sought and events to go ahead.

- To spend £1000 on a firework display to be held at the end of the festivities on the evening of 10th December.
- To provide Glow Sticks for the children instead of sweets.
- To hold a Craft Fair in the Pater Hall on Saturday 11th December, the stalls are to be free of charge. Also there will be no charge for the children to visit Father Christmas and receive a present.

The Town Clerk informed members that both the glow sticks and the children's presents will cost no more than £300.00 and all of these costs lie well within the budget set aside for the Christmas festivities. The Town clerk informed members that Cleddau FM had volunteered their services for the Christmas Events; she stated that they would be doing interviews with local residents and also providing the town centre with music. She stated that she had received a letter from Cleddau FM requesting financial support after discussion.

It was

**PROPOSED by Councillor P Gwyther
SECONDED by Councillor M Murton**

RESOLVED – That the Town Council contribute £250.00 to Cleddau FM to help meet costs.

102. CCTV Contributions

The Town Clerk informed members that she had received an email from Sgt Lesley Buckle with an explanation as to where the Town Council's financial contribution is spent.

She stated that the money contributed towards CCTV from Town Councils do not go to the police but to the County Council as they are responsible for the management and delivery of the CCTV systems, the police control and monitor the system across Pembrokeshire. Most of the contributions go towards the cost of line rental and service maintenance. Dyfed Powys Police also contribute £2000 a year towards these costs. The cost of the BT line rental alone is £40,000 a year.

With regard to monitoring the cameras, there are long term plans for the CCTV cameras to be centrally monitored across the County and new changes have seen members of the Customer Service Unit, based in Pembroke Dock, having access to the CCTV system so that they are able to monitor live footage whilst on duty.

Members agreed to ask Sgt Buckle to attend the Council meeting on 25th November to explain the evidential value of CCTV.

103. Future Provision of Services at Withybush Hospital

The Town Clerk informed members that she had received an email about a meeting to be held on Friday 5th November in the Picton centre in Haverfordwest. She stated that the email had been circulated to Council and if anyone would be attending could they let her know so she may inform Jane Clark, Town Clerk to Haverfordwest Town Council. Members were informed that the meeting was to air concerns and no decisions would be made at this meeting.

104. Mid and West Wales Fire and Rescue Authority -Annual Action Plan 2011-2012

The Town Clerk informed members that she had received a copy of this plan and a copy is on the table in the Council Chamber for members to read. Members questioned whether the action plan included future plans; the Town Clerk stated that there was nothing specific within the plan.

105. Pembroke 21C and the Peoples Millions

The Town Clerk stated that Pembroke 21C sent an email encouraging Councillors to vote for their project during a Television programme called 'The People's Millions'. The People's Millions 2010, which takes place on ITV Wales Tonight evening news over the week of 22nd November will see Pembroke 21C Community Association in a head to head bid to win a £50,000 lottery award for their project 'Pembroke eats to Live'

On Tuesday 23rd November Pembroke21C will compete to finish the refurbishment of their community centre with a much needed community café, catering standard

kitchen and part time local produce shop. Once completed the project will provide training in catering skills leading to employment for four young people. Councillors are being urged to vote for this project and spread the word!

106. PALC AGM

The Town Clerk informed members that she had received notification that the AGM for PALC will be held on Tuesday 7th December at 7.00 pm in the Picton Centre, Haverfordwest.

107. Pembroke Dock Cricket Club

The Town Clerk stated that she had received a letter from the Cricket Club expressing their thanks to the Council for providing a grant to enable them to buy an industrial strimmer for the grounds.

108. PAVS Volunteer autumn/ winter bulletin.

The Town Clerk informed members that a copy was placed on the table in the Council Chamber for members.

109. Friends of South Pembrokeshire Hospital- financial assistance

Councillor P E George declared an interest and took no part in the discussion

The Town Clerk informed members that she had received an application from the Friends of South Pembs hospital. They are seeking a grant of up to £500.00 to buy equipment that is not funded by the NHS Trust. They set out to raise funds, invite and receive contributions from any person or organisation. They want to provide equipment for the treatment of patients which helps staff, carers and families. After Discussion

It was

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

RESOLVED- That the Town Council award Friends of South Pembrokeshire Hospital with £150.

110. World COPD Day 17th November 2010 – Haverfordwest Breath Easy Group

The Town Clerk informed members that she had received a letter from the Haverfordwest Breath Easy Group with the following information. COPD (Chronic Obstructive Pulmonary Disease) is a series of conditions that when treated early are manageable but many people have the condition without knowing it. The Breath Easy group from Haverfordwest are, along with other groups, trying to make the public aware of this condition and how important it is to be diagnosed very early. On the 17th November the Haverfordwest group of Breath Easy are running a stand in Withybush Hospital which will be manned by people with COPD and some medical personnel who will have information about the condition.

111. Christmas meal

The Town Clerk stated that she had received two menus one from the Ferry Inn in Pembroke Ferry, which was suggested by Councillor Sue Perkins and the other from the Golf Club. Members agreed to choose Pembroke Ferry as the venue choosing from menu B and for the Christmas meal to be held on Wednesday 15th December.

112. Local Development Plan (LDP) - Deposit Plan

The Town Clerk stated that the Deposit Plan and its accompanying Sustainability Appraisal, Strategic Environmental Assessment and Habitats Regulations Appraisal will be considered by full council on 9th December 2010.

It is anticipated that the formal 6 week public consultation on the deposit Plan will

run from 26th January 2011 – 9th March 2011.

113. Planning application

10/0815/PA	Mr Gareth Williams Llanion Lodge, 26, London Road Pembroke Dock SA72 6DT	Llanion Lodge 26, London Road Pembroke Dock SA72 6DT Change of use of Guest House to an all day diner facility
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It was **PROPOSED by Councillor A McNaughton**
SECONDED by Councillor C Gwyther

RESOLVED – That the Town Council recommend this application is not supported due to its location outside the town centre limits of Pembroke Dock as defined in the Joint Unitary Development Plan Proposals Map, the proposal is considered to be contrary to the requirements of policy 37 (Development outside a town centre). As such the proposal would have a detrimental impact on the vitality and viability of the town centre.

120. GRANT TO THE PATER HALL COMMUNITY TRUST FOR SALARY COSTS AND POTENTIAL EXTENSION OF LEASE.

The Town Clerk informed members that in the years since the Trust was created the Town Council have made a payment each year to the Trust to cover a percentage of the salary costs. The staff costs are those consisting of caretaking and cleaning hours. She stated that the last agreement reached between the Town Council and the Trust was agreed by Council at a meeting on 6th March 2008. From this meeting it was resolved that the grant towards staffing costs should be reduced by 5% for the next three years reducing from 80% 2008/9 to 70% in 2010/11 and That the Trust be asked to increase the number of hours the building is let by 250 hours in the 2008/9 year i.e. 5 hours a week.

The Town Clerk stated that this agreement finishes on the 31st March 2011 and needs to be addressed now for two reasons, the Budget for 2011/12 needs to be considered soon and also the Trust have applied for a grant, the funders involved need to know that this grant will continue as it forms a large part of the operating costs that the Trust have to find each year.

For the financial year 2009/10 the amounts paid to the Trust were as follows:-

Rental for the Town Council offices	£7,000
Grant towards building costs	£5,000
75% of staff costs	£18,804
Total	£30,804

After discussion it was agreed by the Town Council to make the following grants to the Pater Hall Community Trust.

The Town Council agreed:-

For the Financial year 2011-2012 to grant 65% of the salary costs to the Trust.
For the Financial year 2012-2013 to grant 60% of the salary costs to the Trust
For the Financial year 2013-2014 to grant 55% of the salary costs to the Trust
For the Financial year 2014-2015 to grant 50% of the salary costs to the Trust
For the Financial year 2015-2016 to grant 45% of the salary costs to the Trust.

The Town Council is to have Pater Hall Community Trust minutes circulated to its Councillors as well as an annual report so that the Town Council can monitor the progress and success of the Trust.

The Town Council did agree that as the lease has approximately 20 years to run it was not appropriate to renegotiate an extension to the lease at this time as there were costs to be incurred for both the Town Council and the Pater Hall Community Trust in the legal processes.

121. FINANCIAL REPORT

28. ACCOUNTS FOR PAYMENT

The following accounts are submitted for approval of payment:-

66	BT Internet	£123.33
67	Wilkinson's - Plastic Container	£7.97
68	Parfitts- specialist floor pad cleaner	£13.49
69	Careclean - Buffing pads	£81.07
70	Wilkinsons - Stationary	£15.98
71	BT Phone Bill	£84.96
72	Konica Minolta	£112.42
73	Dyfed Alarms - Annual Maintenance	£82.25
74	Postage for Minutes	£17.52
75	Adept Dry Cleaners- Father Christmas Suit	£23.00w

NB: Accounts 67, 69 & 70 were paid out of meeting.

29. SALARIES AND WAGES

09/10/2010-29/10/2010	Salaries and Wages	£3,568.25
09/10/2010-29/10/2010	Tax and NI	£ 946.85

30. ACCOUNT BALANCES

29/10/2010	HSBC Current Account	£ 9,585.50
29/10/2010	HSBC Premium Account	£ 52,621.83

It was

**PROPOSED by Councillor
SECONDED by Councillor**

RESOLVED - That the Town Council approve payment of Accounts numbered 66-75 and Salaries and Wages payments.

122. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

DR JONES CHARITY

Councillor P E George informed members that the chair of the Dr Jones Charity is due to attend one of the meetings of Pembroke Town Council to give a brief discussion about what they do. She questioned if members of Pembroke Dock Town Council would like the chair to attend a meeting of the Town Council to provide members with information about what the charity does members agreed for the chair to attend a meeting in the New Year.

WINTER FESTIVAL

Councillor S Perkins informed members that plans were underway for the upcoming winter festival; she stated that the night will start at the Youth Club with musicians providing entertainment; the parade will then go down Argyle Street, Up Law St and down Meyrick St with the parade ending in Western Way car park. Councillor S Perkins informed members that stewards would be needed and the festival group would be grateful for any volunteers, she stated that stewards were to meet at the Youth Centre at 5.30pm.

MEMORIAL PARK

Councillor S Perkins informed members that there was a meeting coming up for the group which is on Wednesday 10th November at 10.30am. She stated that the Town Clerk and herself had been working constantly to keep the project moving. She informed members that the County Council insisted on full planning for the developments, she stated that the project is working towards April 2011 for the groundwork to start.

123. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

123. ANY OTHER BUSINESS

Xmas Lights

It was questioned when the Christmas lighting was to be erected in the town. The Town Clerk informed members that this was due to start on 22nd November.

Police Forum

Councillor M Murton commented that at the last Police Forum meeting they were introduced into a member of the antisocial behaviour team. She stated that there are only 2 people working on the reduction of antisocial behaviour in the area, and questioned if members would like them to attend a Town Council meeting to explain what they do. Members agreed that they are asked to attend a future meeting.

Speeding Top Road

It was questioned if there had been any developments regarding speeding along the top road and if the Police had attended with the speed gun, the Town Clerk stated that the office had not heard if this had happened but would enquire.

Tesco advertising board

It was highlighted to members that Tesco stores have Community Board. Members were urged to use this board for advertising local events the same as neighbouring Town Councils.

124. PRIVATE & CONFIDENTIAL MINUTES

It was

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

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.