

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 25<sup>th</sup> November 2010

**PRESENT:**

Councillor M Colgan (Mayor), A McNaughton, M Murton, D Humphreys, D Earl, K Becton, P Gwyther, P E George, K Higgs, P Kraus

**IN ATTENDANCE:**

Moira Saunders- Town Clerk  
Sarah Scourfield- Assistant Town Clerk

**127. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors C Gwyther, S Perkins and C Fortune.

**128. DECLARATIONS OF INTEREST**

Councillor T Wilcox – planning applications & Polling Booth  
Councillor P E George – Planning application 10/0816/PA

**129. CCTV PRESENTATION FROM SGT LESLEY BUCKLE**

Sgt Lesley Buckle addressed members to explain how the CCTV system works within the Town. She stated that she had been previously been asked for costings for the CCTV system within the Town, she informed members that Pembrokeshire County Council deal with the maintenance and up keep of the system, and £40,000 a year went to BT for the line rental.

She stated that a trial is currently underway in Haverfordwest with wireless cameras which if it is a success it will be used across the County. She informed members that the initial outlay costs will be large but it will reduce costs in future years as line rental will not be needed.

Sgt Lesley Buckle stated that cameras are currently monitored Friday and Saturday evenings and the Enquiry Officer monitors cameras between 10am and 6pm Monday to Friday and volunteers monitor the cameras when available. She informed members that if the wireless system is used there would be a central base in Haverfordwest for the monitoring of cameras.

It was questioned how many times the CCTV cameras had helped catch criminals, Sgt Lesley Buckle stated that she would speak to the Crown Prosecution service to find out how many instances CCTV had assisted in a prosecution someone.

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

There were no questions from members of the public

**131. MINUTES**

It was

**PROPOSED by Councillor M Murton  
SECONDED by Councillor D Humphries**

**RESOLVED - That the Minutes of 4<sup>th</sup> November 2010 are adopted as a true record.**

**132. MATTERS ARISING FROM THE MINUTES**

**Minute 93 Proposal to create a Finance Committee**

The Town Clerk informed members that the first meeting of the Finance Committee had taken place and the budget was a working progress.

**Minute 103 Future provisions of services at Withybush Hospital**

The Town Clerk informed members that Councillor C Gwyther had attended this meeting, and stated that there was no representation from the Health Board.

### **Minute 105 Pembroke 21C and the Peoples Millions**

The Town Clerk informed members that Pembroke 21C were unsuccessful in the head to head bid to win the £50,000 lottery award for their project.

### **Minute 122 Reports from representatives serving on outside bodies -Winter Festival**

The Town Clerk informed members that the Kitchen Store had offered to donate sweets for the Lantern Parade on the 10<sup>th</sup> December members agreed that this was a kind gesture and would like to accept the offer. The Town Clerk stated that stewards would be needed for the evening of the 10<sup>th</sup> December and asked for all volunteers to be at the Youth Centre for 5.00pm for the stewards briefing.

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

### **114. Town Council flags**

The Town Clerk informed members that in September the Sunderland Trust asked whether they could borrow the flags that we have in the Town council to help decorate the Garrison Chapel for the 'Blitz' events that were to take place.

The Town Clerk stated that she agreed as the Sunderland Trust have borrowed other items that have been returned without fail.

As Councillor Maureen Colgan was going to the Garrison Chapel she volunteered to take the flags with her and deliver them. As a result of an incident Councillor Colgan was distracted and is not aware who actually removed the flags from the boot of her car. These flags have not been returned and have been 'mislaid' and as yet have not been found.

Members agreed that the Town Council should officially write to the Sunderland Trust stating the history and what the flags meant to the Town council and inform them that legal advice would be sought regarding the missing flags if no further action was taken to locate the flags.

### **115 Wales Rural Observatory-Services Questionnaire**

The Town Clerk informed members that she had received this questionnaire and the required date for reply is the 1<sup>st</sup> December. She stated that she had read it through and the questions are seeking factual answers. The Town Clerk suggested that she should complete the Questionnaire to which members agreed.

### **116 Financial Assistance- Carley Jones, Girl Guide**

The Town Clerk stated that she had received a letter from Carley Jones asking the Town Council for help in raising money to fund her trip to Tanzania. Carley has been selected to join a team of 6 young women to represent Girl Guiding UK on a GOLD (Guiding Overseas Linked with Development) project in Tanzania in summer 2011. The team will be responsible for recruiting young women and delivering training to allow them to become Guide Leaders in the local area.

Carley is required to fundraise to participate in this project and she has undertaken tasks to achieve this. In total she has to raise £2000 to fund the trip.

It was

**PROPOSED by Councillor P E George  
SECONDED by Councillor K Higgs**

**RESOLVED - That Town Council donate £200 to the Girl Guides to be used for the Tanzania Project.**

### **117. Open Spaces Society**

The Town Clerk informed members that she had received a renewal notice to maintain the Town Council's membership of this organisation. The cost is £40.00.

It was

**PROPOSED by Councillor P E George  
SECONDED by Councillor P Gwyther**

**RESOLVED - That Town Council renew this membership**

**118 Llangollen International Musical Eisteddfod**

The Town Clerk informed members that she had received a request from this organisation asking for financial support from the Town Council. Members agreed that this organisation was out of the Pembroke Dock area so would be unable to donate.

**119 Bush Street Calming- Construction work**

The Town Clerk stated that this was due to start on 16<sup>th</sup> November. The County Council are constructing two traffic islands according to the previous consultations which were held with the Town Council. She stated that one traffic island is to be close to the Meyrick Street/Bush street junction and the other is to be on the Town side of the junction with Wavell Crescent.

**120. Review of Polling Districts and Polling places/Stations**

*Councillor T Wilcox declared an interest and took no part in the voting or discussion*

The Town Clerk informed members that local authorities are required, under the provisions of a number of statutes, periodically to keep their polling places under review.

The Electoral Commission advises that persons interested in the referendum/election process should be consulted on the review and each body consulted can submit comments on particular polling places that exist in their area. Any comments are needed by 10<sup>th</sup> December.

**121. PLANED - Community Consultative Forum**

The Town Clerk informed members that she had received notification from Planed that a community Consultative Forum is to take place on Thursday 2<sup>nd</sup> December. The open evening starts at 5.00pm and the speakers start at 7.00 pm. It is to be held at Llawhaden YFC Hall.

By facilitating Community Action Plan Workshops PLANED has supported communities in Pembrokeshire by the development of local Community Action Plans. Workshops are an opportunity to get the whole community to come together to have their say about where they live, to take a fresh look at the needs and opportunities for the future.

**121. Tregennis Hill**

The Town Clerk stated that she had been asked to raise some safety concerns with regard to the surface on Tregennis Hill which she had been told was slippery and dangerous. Members agreed to notify the County Council of the poor condition of this road when wet and suggest it could be a black spot for accidents.

**122. Planning Applications**

**10/0816/PA**

Pembrokeshire Housing Assoc  
Meyler House  
St Thomas Green  
Haverfordwest

The Old Garage Site  
St Marys Road  
Pembroke Dock  
**Affordable Housing  
Development**

It was

**PROPOSED by Councillor K Becton  
SECONDED by Councillor D Humphries**

**RESOLVED - That Town Council support this application**

**10/0811/AD**

Specsavers  
3 Dimond Street  
Pembroke Dock  
SA72 6JA

Specsavers  
3 Dimond Street  
Pembroke Dock  
**Erection of 4 internally  
Illuminated signs**

It was

**PROPOSED by Councillor P E George  
SECONDED by Councillor P Kraus**

**RESOLVED - That Town Council support this application**

**10/0794/PA**

Mr Malcom Barnett  
1.11 Clerkenwell Workshops  
Clerkenwell  
London  
EC1R 0AT

Unit 11-13  
London Road Industrial  
Estate  
Pembroke Dock  
SA72 4RZ  
**Erection 2 additional  
wind turbines**

It was

**PROPOSED by Councillor K Higgs  
SECONDED by Councillor P E George**

**RESOLVED - That Town Council support this application**

### **123. Planning Decisions**

**10/0592/PA-** Erection of dwelling- Yard and Premises, 67 High Street, Pembroke Dock, SA72 6PA- **Granted**

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

#### **124. Audit report and requirements.**

The Town Clerk informed members that she had received the Annual Return back from BDO along with some comments. She stated that she had changed the figure required by BDO to match the Annual Return last year; the discrepancies arise due to the insurance value of the Pater Hall.

She informed members that BDO had made two comments with regard to the audit.

One is where they are simply commenting that we now manage the accounts by the Receipts and Payments method instead of the income and expenditure method; this is due to a change in the level of income received by the Town Council.

The second comment is based around the fact that when they asked for a copy of a minute the office sent the clean copy from our computer system not the one that has been initialled by the Mayor. BDO did not request the signed minute and could have easily spoken to her about that as they have been in contact about other issues.

The Town Clerk stated that she needed to have agreement from Council accepting the Annual Return.

It was

**PROPOSED by Councillor T Wilcox  
SECONDED by Councillor M Murton**

**RESOLVED - That Town Council accept the changes to the  
Annual Return.**

#### **125. Dyfed Powys Police-Conclusion of Audit**

The Town Clerk informed members that she had received a notice that the Audit of the accounts of the Dyfed-Powys Police Authority has been completed and they are available for public viewing.

## 126. Planning Applications

**10/0855/PA** Mr M Scourfield Plot 6 Haggert Field  
Fanheulog Grove Street  
Lavinia Drive Pennar  
Pembroke Dock Pembroke Dock  
SA72 6QY **Erection of dwelling**

It was **PROPOSED by Councillor K Higgs**  
**SECONDED by Councillor D Humphries**

**RESOLVED - That Town Council support this application**

**10/0808/AD** AAH Plc 19 Dimond Street  
Sapphire Court Pembroke Dock  
Coventry **Erection of 2 illuminated Signs**

It was **PROPOSED by Councillor P Kraus**  
**SECONDED by Councillor D Humphries**

**RESOLVED - That Town Council support this application**

## 135. FINANCIAL REPORT

### 31. ACCOUNTS FOR PAYMENT

The following accounts are submitted for approval of payment:-

76	Glowhouse - Glow Sticks	£83.41
77	The Playwrite Group- Grotto Presents	£277.56
78	Santa Grotto Stickers for craft fayre	£4.30
79	WP Lewis Car Hire for WWYC Course	£106.00
80	Travel expenses for WWYC Course	£92.62
81	Pembrokeshire First Aid Training- One Days training	£300.00
82	The Cotton bunting Company- Union Jack and welsh Flag	£ 15.93
83	Zurich Insurance - Cherry Picker Insurance	£110.25
84	Christmas Cards	£223.66
85	Parkes dutchbulbs - memorial park	£306.68
86	Newey & Eyre- Xmas lighting materials	£25.57

### 32. SALARIES AND WAGES

05/11/2010-21/11/2010	Salaries and Wages	£3963.42
05/11/2010-21/11/2010	Tax and NI	£878.37

### 33. ACCOUNT BALANCES

19/11/2010	HSBC Current Account	£5,725.46
19/11/2010	HSBC Premium Account	£52,623.90

It was **PROPOSED by Councillor P E George**  
**SECONDED by Councillor D Humphries**

**RESOLVED - That the Town Council approve payment of Accounts numbered 76-86 and Salaries and Wages payments.**

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

**CHEVRON LIAISON**

Councillor P E George informed members that she had recently attended a Chevron Liaison meeting; she stated that the Environmental Officer took the meeting and talked about the management & reduction of sulphur dioxide. She stated that the Chevron refinery had received a few offers to but, but had no UK offers at present.

**CIVIC SOCIETY**

Councillor M Murton informed members that the chairman of the Civic Society had contacted the County Council regarding their objections to the Coronation school planning application by sending a formal letter; she stated that the letter received back from the County Council was addressed to the occupier of this address. Members felt this was inappropriate was of responding to a formal letter and felt the chairman should have received a formal reply.

**PLANNING TRAINING**

Councillor M Murton informed members that she and Councillor M Colgan attended a planning training session in Pembrokeshire College recently, she stated that no answers were directly answered and felt the presentation could be improved. The Town Clerk suggested that the comments were passed onto the County Council to enable them to improve future planning training sessions.

**PATER HALL COMMUNITY TRUST**

Councillor P Gwyther informed members that at the next meeting he would like to agenda some issues regarding funding for the Pater Hall Community Trust. He stated that concern had been expressed regarding the decrease in wages subsidiary as this would put the grant application at risk. He informed members that the Trust need to find £15,000 for match funding, he stated that they are looking to increase bookings but it will take a few years for the events to build up. Councillor P Gwyther stated that for the next meeting he would have a Notice of Motion that states the wages subsidiary would not go below 60% and would like the Town Council to consider adding £10,000 to next years budget to go towards building costs for the Pater Hall. After discussion it was agreed that these should be added to the agenda for the meeting of 16<sup>th</sup> December.

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

There were no items to discuss.

**138. ANY OTHER BUSINESS**

**Available Housing List**

A concern was raised regarding available housing not being advertised in the Western Telegraph, it was stated that you are now referred to the website or phone number. One member stated that it's a concern as a large percentage of people do not have access to websites and find it difficult on the telephone. It was suggested that the Town Council write to the County Council to express their concerns and suggest the available housing list is advertised in areas like the library or local notice boards to help maintain the service. Members agreed for this to be done.

**Pedestrian Crossing Law Street**

It was raised about the Laws Street crossing area being very dark and poorly lit at night; during discussions it was evident that other crossings had been marked with reflective tape to highlight the area to drivers. It was suggested the Town Council contact other Councils to see what has been used in their areas and then to contact

the County Council to question if this crossing could be made easier to see in the dark.

**Removal of trees Melville terrace**

A concern was raised regarding the removal of trees on Victoria Road as some trees have preservation orders on them. Members were advised that the trees being removed were conifer trees and these would not have a preservation order on them.

**Old Silcox Site**

It was questioned if the Town Clerk or any other members had any news on the further development of the old Silcox site as works had started on the site and the building was currently being demolished. The Town Clerk stated she would try and find out and bring back to the next meeting.