

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 22<sup>nd</sup> July 2010

**PRESENT:**

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

**IN ATTENDANCE:**

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

**55.APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S Perkins, C Gwyther P Kraus, T Wilcox & E Cook.

**56.DECLARATIONS OF INTEREST**

There were no declarations of Interest.

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

There were no questions from members of the public

**58.MINUTES**

Councillor P E George commented that Councillor P Kraus has given apologies for the meeting of 1<sup>st</sup> July but was not included in the minutes.

It was

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

**RESOLVED - That the Minutes of 1<sup>st</sup> July 2010 are adopted as a true record.**

**59.MATTERS ARISING FROM THE MINUTES**

**a) Minute 41- Children with Leukaemia – Raffle Tickets**

Councillor A McNaughton suggested that if raffle tickets are received in future then a letter should be sent to the sender with the raffle tickets stating that the Town Council are unable to sell the tickets. All members agreed that a letter should be sent if we receive any further raffle tickets.

**b) Minute 52c- Asda Car park Toilets**

The Town Clerk informed members that she had contacted Pembrokeshire County Council, the cleaner of the toilets had contacted the office and stated that the toilets were clean. The Town Clerk stated that she had spoken with Mr Glenville Codd from Pembrokeshire County Council and he stated that he would visit the toilets to see what could be done. Councillor K Becton stated that the toilets are not dirty; she commented that the toilets are well cleaned and it is a ventilation issue.

**c) Minute 52e – Bus Stop- High Street**

The Town Clerk informed members that she had contacted Pembrokeshire County Council regarding the parking in bus bays on High Street she stated that she had not received any response so far.

**d) Minute 52g – Victoria Road Surfacing**

Councillor A McNaughton questioned if there was any more information on when Victoria Road would be resurfaced, it was commented that due to recent rain the schedule had been pushed back but it is on the list to be done.

**60. MINUTES OF MEETING HELD WITH PATER HALL TRUST ON MONDAY 5<sup>TH</sup> JULY**

It was

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

**RESOLVED - That the Minutes of 5<sup>th</sup> July 2010 are adopted as a true record.**

**61. REPORT OF THE TOWN CLERK**

**54. Capacity of Councillors on Outside Bodies.**

The Town Clerk informed members that she had received a letter from Mr Laurence Harding, the Monitoring Officer of Pembrokeshire County Council which she had copied for as Appendix A. She stated that the letter had been written in an attempt to clarify issues surrounding declaring interests as a result of the Code of Conduct adopted in 2008. The Town Clerk stated that where a member had been appointed to the outside body by the Town Council, that member had the benefit of the statutory exemption in the Code of Conduct. She commented that when issues are discussed in Council regarding that outside body members must declare a personal interest but they can vote and debate that item. The Town Clerk said when the item of business includes 'any approval, consent, licence, permission or registration' concerning the outside body then a prejudicial interest must be declared and the member must leave the room. She commented that the recent guidance produced by the Ombudsman states that prejudicial interest should apply to such things as granting planning permissions but not to the awarding of grants, loans or other financial assistance, this means that there will be very few times when the member must declare a prejudicial interest.

The Town Clerk stated that where a member is involved with an outside body through their own volition then the rules change. This is explained in the appendix. Councillor C Fortune questioned if support would be ok, the Town Clerk stated that if the Member had been appointed by the Town Council then support would be ok but if the member was not appointed by the Town Council the rules are then different. It was agreed that parts of the information needed clarification; the Town Clerk commented that if any member was in any doubt then she would advise.

**55. Play in the park 2010.**

The Town Clerk commented that she had received a letter and a programme from the County Council laying out the programme of events in Pembrokeshire Parks for the summer. She stated that there are events to be held in the Memorial Park and if anyone needs information please contact the office.

**56. Councillor Vacancy in Llanion Ward**

The Town Clerk stated that she had been notified by the elections manager of the County Council that there will not be an election for this vacancy; it will be filled by co-option. She commented that as the summer holidays are coming up, she suggested that the advertisement for the vacancy allows the public three weeks to show interest. After discussion it was agreed that the vacancy would be advertised for four weeks.

## **57. Financial assistance from Daniel Rolls and Rebecca Powell**

The Town Clerk stated that she had received a request from Daniel Rolls and Rebecca Powell. She explained that they are dancers and they have qualified to represent Wales in the FESTIVAL 4 Stars which is a talent competition to be held in Scarborough. The families need to transport props, contestants and need to pay for accommodation at the event which lasts 3 days.

The Town Clerk stated that the young people do attend charity events in the local area and will continue to do so and it will also promote the local area of Pembroke Dock.

It was

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

**RESOLVED -That the Town Council agree to transfer £200 to the Mayors Allowance and this £200 is paid from the Mayors allowance to Daniel Rolls and Rebecca Powell.**

## **58. Crossing on Bush Street**

The Town Clerk stated that she had received a letter from Mr John Price, the Traffic Manager, regarding Bush Street crossings. She commented that she had copied his letter as Appendix B. After discussion it was agreed that all members were happy with the location of the crossing island by Meyrick Street junction, but raised concerns about the island crossing near to Wavell Crescent, Councillor A McNaughton commented that due to traffic potentially going faster in this area as the traffic is coming from ferry lane, it could be dangerous area to site an crossing island, after discussion it was agreed that island would be safer if re-sited further away from the ferry lane corner.

## **59. Correspondence from Mr Peter Morris**

The Town Clerk informed members that she had received two emails from Mr Morris.

She commented that the first one acknowledges the response to his earlier complaint that he received on 19<sup>th</sup> April 2010. She stated that in his email he expresses his discontent at the response and stated that as he had now exhausted the internal complaints procedure of the Town Council he would take it up with the Ombudsman.

The Town Clerk informed members that the second email was received on 16<sup>th</sup> July 2010 and this includes a complaint directed at the Town Clerk 'for failing to ensure publication of the town council meeting held on 7<sup>th</sup> April 2010.' She commented that although this letter includes other issues as well she would seek legal advice on this.

## **60. Milford Haven Town Council-car parking charges.**

The Town Clerk informed members that she had received a letter from Milford Haven Town Council. She stated that their members agreed to write to the Welsh Assembly expressing concerns that during the consultation period Pembrokeshire County Council did not listen to the people of Milford Haven and ignored the overwhelming opposition to the introduction of car parking charges.

The Town Clerk commented that they are seeking the support of Pembroke Dock Town Council in this action. After discussion it was agreed that clarification on what was needed from the Town Council should be sought, but members would be happy to support.

## **61. Financial Assistance for two ATC members**

The Town Clerk informed members that two ATC cadets would be taking part in an expedition to the D-Day landing beaches and battlefields of Normandy. 1547 (Pembroke Borough) Squadron organises this expedition for cadets. The aims of these expeditions are

to teach the cadets about the sacrifices made by Allied Powers in liberating Europe and specially honour men from our community who made the ultimate sacrifice and who still lie in the fields of Normandy.

The Town Clerk stated that Cadet Shania Boswell and Cadet Jacob Williams would like to lay wreaths in Normandy, the cost for each cadet taking part this year is £300 and any help towards this cost would be very welcome. The Town Clerk commented that the two young people would be delighted to give a talk to the Town Council following the expedition. After discussion;

It was

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

**RESOLVED -That the Town Council agree to pay £100 each to the two Cadets .**

## **62. Good Neighbour Schemes**

The Town Clerk informed members that she had received a letter from the County Council outlining these schemes. She stated that Rachel Gibby was offering to attend a Town Council meeting to explain the scheme so that it can be determined whether a good neighbour scheme could be created in Pembroke Dock. Members agreed that Rachel Gibby should attend the Town Council meeting of 23<sup>rd</sup> September.

## **63. Vacation Committee**

The Town Clerk stated that as normal at this time of year there will not a meeting during August and as has happened previously the planning committee may have to meet during that time in order to fulfill planning deadlines. The Town Clerk also suggested that this committee is the vacation committee with delegated powers to deal with any issues that cannot wait until September 2<sup>nd</sup>. Councillor P E George commented that if there are any controversial plans received could a full meeting be called

It was

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

**RESOLVED -That members agree the Planning Committee will have delegated powers for planning applications and will act as vacation committee during August.**

## **64. Planning Applications**

**10/0298/PA**

Mr David Jones  
Asda Stores LTD  
Great Wilson Street  
Southbank  
Leeds

Asda Stores LTD  
Gordon Street  
Pembroke Dock  
SA72 6DA  
**New Entrance Lobby**

It was

**PROPOSED by Councillor C Fortune  
SECONDED by Councillor K Higgs**

**RESOLVED -That the Town Council recommend this application is supported**

**10/0244/PA**

Mr Adrian Heath  
6 Milton Terrace  
Pembroke Dock  
SA72 6PP

Heath Gardens  
Treowen Road  
Pennar  
Pembroke Dock  
**Demolish existing and**

**Replace with a boundary wall and level plot.**

It was

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

**RESOLVED –That the Town Council recommend this application is supported.**

**10/0353/PA**

WH&FE Harris Developments  
c/o Woodenbale  
Quay House  
Monkton  
Pembroke

Land Adj to Magazine Building  
Connaught Way  
Pembroke Dock  
**Erection of 1 ½ storey dwelling**

It was

**PROPOSED by Councillor K Higgs  
SECONDED by Councillor C Fortune**

**RESOLVED -That the Town Council recommend this application is not supported as the proposed property is not in keeping with other properties in the area.**

**10/0041/PA**

Mr C Kidd  
8 Waterloo Industrial Estate  
Pembroke Dock  
SA72 4RT

Plot L St Patricks Road  
Llanreath  
Pembroke Dock  
SA72 6XQ  
**Alterations to existing garage to Form a single unit of accommodation**

It was

**PROPOSED by Councillor K Becton  
SECONDED by Councillor P Gwyther**

**RESOLVED –That the Town Council recommend this application is supported.**

**A Vote was taken and one Councillor voted against the application**

**10/0332/PA**

Mr Paul Carey  
67 Devon Drive  
Pembroke  
SA71 5TS

86A Military Road  
Pennar  
Pembroke Dock  
SA72 6SG  
**Alterations and extension**

It was

**PROPOSED by Councillor K Becton  
SECONDED by Councillor K Higgs**

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

**10/0349/PA**

Pembrokeshire Housing  
Meyler House  
St Thomas Green  
Haverfordwest

Land Off Stranrear Road  
Pennar  
Pembroke Dock  
**Erection of 16 Social Rented  
Dwellings**

It was

**PROPOSED by Councillor K Higgs  
SECONDED by Councillor C Fortune**

**RESOLVED – That the Town Council recommend this  
application is supported.**

## **65. Planning Decisions**

**10/0104/PA-** 1.6 Metre Close Boarded Timber Fencing- 12 Sunderland Avenue, Cumby Terrace, Pembroke Dock, SA72 6YD- **Granted**

**10/0151/PA** – Alterations & extensions – Bryn Gwynt, 9 St Patricks Hill, Llanreath, Pembroke Dock, SA72 6XQ- **Granted**

**10/0073/TF-** Tree Surgery – Ferry Wood House, Pembroke Ferry, Pembroke Dock, SA72 6UD- **Granted**

**10/0143/PA-** Change of Use of land into domestic curtilage & erection of a 1.8m boundary wall- Land at Gravel Lane, Western Way, Pembroke Dock, Pembrokeshire. - **Granted**

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

### **66. Christmas Motif**

The Town Clerk informed members that for the last two years a competition had been held amongst the primary schools of the town asking the children to design a Christmas motif which the Town Council have then had made and displayed .Last year the motif cost £650.00.

She stated that there is still time to organise this competition in September when the children return to school. The Town Clerk asked if members wanted to go ahead with this again this year. After discussion it was agreed that the competition should be done every other year.

### **67. Ombudsman Complaints Wales Consultation**

The Town Clerk stated that she had placed before you the response in answer to this consultation, as the deadline for a response is the 23<sup>rd</sup> July the Town Clerk asked for approval to send this in answer to the consultation.

It was

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

**RESOLVED – That the response can be sent for the  
Ombudsman Complaints Wales Consultation**

### **68. New Standard Orders – from NALC**

The Town Clerk commented that she was aware that the standing orders of this council should be reviewed for a number of reasons. She stated that she had been waiting for the new standing orders to be produced by NALC. Unfortunately to obtain a copy there is a fee of £38.00.

It was

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

**RESOLVED – That the Town Clerk purchase a copy of the new standing orders from NALC at a cost of £38.00**

**69. MHPA – Annual Accounts and report**

The Town Clerk stated that she had placed a copy of this report on the table to the RHS of the Chamber.

**70. Dyfed – Powys Police Authority Audit of Accounts year end 31<sup>st</sup> March 2010**

The Town Clerk commented that she had received a notice that the Audit of accounts and have been asked to ensure that this is reported to members.

**71. Ombudsman –Guidance on the Code of Conduct**

The Town Clerk commented that she had received a copy of this guidance and have placed a copy in front of you for information.

**72. Planning**

**10/0374/AD**

Tom Smith  
Lidl  
Waterton Industrial Estate  
Bridgend

Lidl UK  
Pier Road  
Pembroke Dock  
SA72 6TR  
**Erection of 2 Signs**

It was

**PROPOSED by Councillor A McNaughton  
SECONDED by Councillor K Higgs**

**RESOLVED – That the Town Council recommend this application is not supported due to causing a distraction to highway users.**

**10/0311/PA**

Mr Ivor Hearn  
10 Argyle Street  
Pembroke Dock  
SA72 6HL

10 Argyle Street  
Pembroke Dock  
SA72 6HL  
**Replacement Windows**

It was

**PROPOSED by Councillor A McNaughton  
SECONDED by Councillor K Higgs**

**RESOLVED – That the Town Council recommend this application is not supported due to the change of materials to UPVC in a conservation area**

**10/0381/PA**

Asbri Planning Ltd  
14 Axis Court  
Riverside Business Park  
Swansea Vale

Land at 14 Furzy Bank  
Pembroke Dock  
**Variation of Condition 1 of consent 03/1129/PA to Extend time period for Implementation**

It was

**PROPOSED by Councillor D Humphreys  
SECONDED by Councillor P E George**

**RESOLVED – That the Town Council recommend this application is supported.**

## **62. FINANCIAL REPORT**

### **13. Accounts for Payment**

The following accounts were submitted for approval of payment:

34	BT Redcare - CCTV	£2,152.60
35	Swalec- Electricity	£29.76
36	M Saunders- Petrol Expenses – Cwmbran conference	£20.00
37	Konica Minolta- Photocopying Charges	£91.29
38	BT- Phone Bill	£79.12

NB: Account 36 was paid out of meeting

### **14. Salaries and Wages**

26/06/2010-16/07/2010	Salaries & Wages	£ 1142.27
26/06/2010-16/07/2010	Tax and NI	£ 394.90

### **15. Account Balances**

16/07/2010	HSBC Current Account	£ 7,571.69
16/07/2010	HSBC Premium Account	£ 42,616.28

It was:

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

**RESOLVED - That the Town Council approve payment of Accounts numbered 34-38 and Salaries and Wages payments.**

## **63. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**

### **Pater Hall Community Trust**

Councillor P Gwyther stated that the Pater Hall Community Trust were due to meet on Monday to discuss the funding application for the Pater Hall improvements. He commented that they are currently looking at match funding and stated that there is a possibility the Pater Hall Community Trust may be looking for more money for the match funding, and the Pater Hall Trust may approach the Town Council at a later date to request funding.

### **Police Forum**

Councillor M Murton commented that she had attended the recent Police Forum meeting and priorities for the month were illegal parking, anti-social behaviour and Hobbs point, she stated that the next meeting would be on Wednesday 1<sup>st</sup> August.



#### **64. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT**

There were no items to discuss.

#### **65. ANY OTHER BUSINESS**

##### **Black Dust**

Councillor M Colgan commented that there had recently been a fall of black dust which has marked garden items and garden furniture, it was commented that there had been a fire at Murco and the dust had possibly come from that.

##### **Councillor Dilwyn Davies**

Councillor P E George commented that she had attended the funeral of Councillor Dilwyn Davies of Pembroke Town Council. She stated that he will be missed as he had been a headteacher of Pembroke Dock school for a long time before retirement.

##### **Planning Issues**

Councillor K Becton commented that she had spoken with Rita Williams of Pembrokeshire County Council and the 28 days which had been given to the Prince of Wales to apply for planning permission. She stated that Rita Williams would be following up the situation.

Councillor K Becton commented that she had spoken with Rita Williams from Pembrokeshire County Council regarding the signs which had appeared on the fence on London Road from Focus Do It All, she stated Rita Williams would investigate the matter.

##### **Argyle Surgery**

Councillor K Becton commented that the Argyle Surgery appointment system seems to be getting better, she stated that the booking screen now works, and the system of phoning in the morning is improving. Councillor K Becton suggested that the Town Council write to the surgery to compliment them on these improvements and also send a copy of the letter to Ashley Warlow, all members agreed.

##### **Memorial Park**

The Town Clerk informed members that the lease for the Memorial Park had been received and was currently with the Town Council's solicitors, she stated that there had been a number of meetings held with the young people of the town regarding the skate park and PCSO Kelly John was to be working with them to start fundraising. Councillor P Gwyther questioned if the Town Council could agree the lease, the Town Clerk stated that this could not be done as the detail of the lease had not been agreed. Councillor M Colgan commented that the fence was in good condition, Councillor P Gwyther stated that the lease is for 25 years and if the fence is included in the lease then the Town Council would have to do all repairs within that time.

##### **CCTV Contributions**

Councillor K Higgs commented that there was a lot of money being put into CCTV and questioned if the equipment was being used to its full potential, he questioned if we could find out what cover the Town receives. Councillor C Fortune questioned if the Town Clerk could contact the Police and ask if someone could attend a Town Council meeting and explain to Councillors how the system works. Councillor A McNaughton questioned if the camera at Albion square swings as there was a branch in the way of the view of the camera Councillor M Murton stated that there was a request to remove the branches which were obstructing the view, which were later removed. Councillor K Higgs stated if the Town Council have to ask every time something needs to be done then the Town Council are not getting value for money.

##### **Police Forum**

Councillor K Higgs commented that he had not received any information regarding the Police Forums, The Town Clerk stated that the office has not received any information but would chase up the information and pass on to Councillor Higgs.

**Letting Agency Signs**

Councillor A McNaughton raised the issue regarding signs on the wall in Meyrick Street, he commented that he had raised the issue with the Town Clerk who had contacted Pembrokeshire County Council who were dealing with the issue.

**PEMBROKE DOCK TOWN COUNCIL.**  
**PRIVATE & CONFIDENTIAL REPORT 22<sup>nd</sup> July 2010**

**66. PRIVATE AND CONFIDENTIAL MINUTES**

It was

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

**RESOLVED - That the Minutes of the 01<sup>st</sup> July 2010 were adopted as a true record**

The meeting ended at 19.45