

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 13<sup>th</sup> January 2011

**PRESENT:**

Councillor M Colgan (Mayor), A McNaughton, M Murton, D Humphreys, K Becton, P Gwyther, P E George, T Wilcox, E Cook, C Gwyther

**IN ATTENDANCE:**

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

**156. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors P Kraus, K Higgs, S Perkins, D Earl & C Fortune.

**157. DECLARATIONS OF INTEREST**

Councillors T Wilcox & K Becton declared an interest in Planning Applications.

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

There were no questions from members of the public

**159. MINUTES**

It was

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

**RESOLVED - That the Minutes of 16<sup>th</sup> December 2010 are adopted as a true record.**

**160. MATTERS ARISING FROM THE MINUTES**

**a) Lack of access to people with disabilities to the Town Council Offices**

It was questioned if there had been any report received from the County Council on this matter. The Town Clerk informed members that Mr Hunt from the County Council had viewed the building on 13<sup>th</sup> January and stated he would put a report together which the Town Clerk will bring to the next meeting.

**161. PRESENTATION FROM MR GWYN EVANS EUROPEAN FUNDING OFFICER.**

Mr Gwyn Evans informed members that he has been recently working with the Pater Hall Trust in helping them to achieve funding to revamp the Pater Hall. He stated that the funding application was submitted to the Welsh European Funding Office on 4<sup>th</sup> January 2011 and that the funding decision was expected imminently and that there was no certainty about the decision.

Mr Gwyn Evans informed members that the scope of the proposed project included Garrison Chapel extension, retail & shop front grant scheme and the Pater Hall renovations. He stated that the renovations to the Pater Hall included a new box office, new/refurbished toilets, new kitchen/servery for the main hall, 1<sup>st</sup> floor projector room and kitchen, new fire exit & disabled access in Lewis Street costing £159,162 with £144,162 being funded.

Mr Gwyn Evans stated that the Trusts business plan was assessed by Welsh European Funding Officer as part of appraisal to check financial viability, he commented that with the Town Council deciding on 4<sup>th</sup> November to reduce the wages subsidy this significantly affected the financial viability of the Trust which would need a revised business plan for the funding offices appraisal, he stated had this not been rescinded the funding approval would have been significantly delayed. Mr Gwyn Evans went on to speak about the match funding needed, he commented that the Pater Hall Trust act as a joint sponsor in the convergence application and they will be responsible for delivering the work at the Pater Hall and also for providing the £15,000 match funding, he stated that the match funding must not be EU funds and that the match funding is

approximately 9.5% of expenditure so Pembrokeshire County Council only reimburse 90.5% of the Trusts expenditure for the renovations. Mr Gwyn Evans finished his presentation by stating that Pembrokeshire County Council are grateful to both Pembroke Dock Town Council and the Pater Hall Trust for their support and co-operation, he commented that Pembrokeshire County Council wishes to see the Trust move to a position of independent financial sustainability and to help them do this County Council officers will be working with the Trust to achieve this.

Members stated that there were no surveys or consultations with the business plan to see if this is what local people want. Mr Gwyn Evans commented that there was other evidence submitted with the business plan to support the whole package. It was questioned what sort of timescale should the Town Council expect to be financially supporting the Pater Hall Trust, Mr Gwyn Evans commented that that the works should be completed towards the end of 2013 and the project as a whole will come to an end in 2015, he commented that the County Council would expect to see an improvement in the Pater Hall Trusts financial position during this time and should be in a profitable situation. The Mayor Councillor M Colgan thanked Mr Gwyn Evans for attending.

**162. AMENDMENT TO MOTION 2 - That the council place in its budget estimates for 2010/2011 a sum of £10,000 allocated against match funding towards the European Grant for hall improvements.**

**Motion 2 Amendment**

It was:

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

**That this Council recognises the valuable work undertaken by the Pater Hall Trust in keeping the Pater Hall open for the benefit of the people of Pembroke Dock. This council resolves that £10,000 be allocated from the 2011/2012 budget to the Pater Hall Trust as match funding for their bid for building work under the European Commissions Convergence programme, with the following conditions:**

- a) That the (currently draft and not yet agreed) service level agreement be amended by this Council to require quarterly meetings between the Trust Executive (and any other trust members who would like to attend), the Town Clerk, a member of Personnel Committee who is not a Trustee, a member of Finance Committee who is not a Trustee and any other Council members who would like to attend. These meetings will include discussion of the day to day running of the hall, funding, finance, procurement and staffing.
- b) That the signing of this new, amended service level agreement by both parties will be prerequisite of this and any future grant from Pembroke Dock Town Council to the Pater Hall Trust.
- c) That the £5,000 of £10,000 referred to be dependant upon confirmation of a successful application to the Wales European Funding Officer for convergence funding.

Members commented that working with the regeneration unit at the County Council with their business plan is a positive step forward, but hoped that it would be the last time the Trust would be requesting large sums on money but felt this opportunity was something not to be missed.

A vote was taken and 9 members voted for the motion with Councillor P Gwyther abstaining from the vote.

**163. REPORT OF THE TOWN CLERK**

**137. Town Council Flags**

The Town Clerk informed members that she had included in members papers a copy of the letter received in response to the letter sent to the Sunderland Trust. She stated that in the letter it was suggested that their office did not make any request to the Town

Council for the loan of the flags, this does not agree with what happened in the Town Council office. There was a telephone call made from the Sunderland Trust to the Council offices asking for the loan of the flags, and indeed without that request, the flags would not have offered to them. Councillor P Gwyther commented that he was approached by Mr Andrew Johnston regarding the loan of the flags, and suggested that he was contacted to see if he could help.

The Town Clerk informed members that she was trying to make a list of all the flags that have been lost but this has involved a few different people so is still ongoing. She stated that she would forward the list to the Sunderland Trust when it has been completed as they have requested. Members questioned if the Sunderland Trust had insurance for the events and if so would they be able to make a claim for the flags, the Town Clerk stated that she would contact the Sunderland Trust to ask this question.

### **138. PALC- Representative from Pembroke Dock Town Council**

The Town Clerk informed members that PALC are concerned that there is no representative from this Town Council so would welcome a nomination from the council. She questioned if any Councillors would like to volunteer. Members suggested that the office of Mayor should be Town Council representation.

The Town Clerk informed members that the AGM for PALC will be held on 19<sup>th</sup> February 2011 at 10.30 am.

### **139. Great Poppy Party Weekend**

The Town Clerk informed members that she had received a letter from the Royal British Legion explaining about this event to celebrate the 90<sup>th</sup> birthday of the organisation over the weekend of June 10<sup>th</sup> – June 12<sup>th</sup> 2011.

She stated that they are asking Councils and other organisations to organise a Poppy Party supporting the Legion in all their work over the next 90 years to help those men and women serving our country at home and abroad, many of whom do so through difficult circumstances. Members suggested a coffee morning could be arranged for this but questioned if an organiser pack had been received. The Town Clerk stated that she would look through the brochure received and bring details to the meeting of 10<sup>th</sup> February 2011.

### **140. Audit year ending 31 March 2010**

The Town Clerk stated that the audit had been completed and a copy of the annual return had been included in member's papers along with a copy of the issues report.

She informed members that the issues report lists only that there has been a change in the way the accounts have been recorded. It has changed from 'Income & Expenditure' to 'Receipts & Payments'. The reason for this is purely because the income level of the Town Council has dropped below £200,000. There are no actions to take as a result of these comments.

It was:

**PROPOSED by Councillor K Becton  
SECONDED by Councillor T Wilcox**

**RESOLVED- That the Town Council accept the annual report  
and comments made by the auditor.**

### **141. Highway Issues – Response from Mr Darren Thomas, Pembrokeshire County Council**

The Town Clerk informed members that she had received a reply from Mr Darren Thomas regarding the following highway issues;

#### **A. Pedestrian Crossing – Laws Street**

He stated that the two street lighting lanterns either side of the pedestrian crossing were upgraded to improve the level of lighting above the crossing in October 2009 following previous comments by this council. A night inspection was carried out on December 6<sup>th</sup> 2010 which confirmed that there is good illumination to views pedestrians crossing. Members stated that they were not happy with this comment and felt that the crossing

was still quite dark.

### **B. Junction Lewis Street/Dimond Street**

He commented that Give way signs are not used at junctions in built-up areas as traffic speeds are normally relatively low and the road markings alone are considered sufficient. He stated that having looked at the junction it seemed that the issue is not one of traffic not being aware of the give way, but the need for motorists to edge out into Dimond Street due to visibility being affected by parked vehicles. Removal of the parking bays would eliminate the problem but it is unlikely to be supported by businesses that rely on their turnover for trade. The other option is to change the priority at the junction, but as there have been no recorded accidents it would be questionable whether there is any merit in this change.

### **C. Tregennis Hill**

He stated that this section of road is included in our Secondary highway network and is therefore routinely tested for skid resistance. This summer's survey did not reveal any problems and it is therefore considered that any reduction in skid resistance currently experienced may be due to short-term contamination of the surface by foreign materials, especially rock salt. In view of the current cold weather there is no action that we would plan to take instead they anticipate any issues due to short term surface contamination resolving themselves as wet weather returns.

### **142. Pembrokeshire YFC**

The Town Clerk informed members that the YFC have written asking for financial support for their organisation. She stated that they report that they have over 600 people in Pembrokeshire YFC. They help the young people to learn new skills and support local communities with various community and environmental projects. Members agreed that as Pembrokeshire YFC was based out of the Pembroke Dock area they could not help with any funding.

### **143. Planning applications**

#### **10/0814/AD**

Mr Gareth Williams  
Llanion Lodge  
26 London Road  
Pembroke Dock  
SA72 6DT

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**1 Fascia Sign & 1 illuminated  
Projecting Sign**

It was:

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

**RESOLVED- That the Town Council recommend this application is not supported due to having an illuminating projecting sign so close to the conservation area would be inappropriate**

#### **10/0965/PA**

Mr B Harris  
WH& FE Harris  
developments  
Quay House  
Monkton

Land Adj to magazine building  
Pembroke Dock

**Erection of 1/2 Storey Dwelling**

It was:

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

**RESOLVED- That the Town Council recommend this application is not supported due to the proposed property overlooking neighbouring properties and members raised concerns about the preservation of the area surrounding the Magazine Building.**

### **144. Planning Decisions**

**10/0855/PA-** Erection of dwelling- Plot 6 Haggard Field. Grove Street, Pennar –**Granted**

**10/0808/AD-** Erection of 2 illuminated signs- 19 Dimond Street, Pembroke Dock - **Granted**

**10/0816/PA-** Affordable Housing Development (4 Units) - The Old Garage site, St Mary's road, Pembroke Dock - **Granted**

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

##### **145. Pembroke and Pembroke Dock Lions**

The Town Clerk informed members that she had spoken to a gentleman from this organisation recently with regard to the help they gave us on the lantern parade. He explained that the people involved with their organisation are reducing dramatically in numbers and they fear that they may not be able to continue. She stated that she wanted to bring this to your attention in an attempt to encourage members to maybe get involved or perhaps to spread the word to others in the hope that people may want to get involved. Members commented that the organisation were a great help in the Winter parade and felt maybe a small donation should be made to them for that evening to cover the costs of Petrol etc.

Members agreed that a sum of £50 to be sent to the Pembroke and Pembroke Dock Lions to cover expenses for the Winter Parade.

##### **146. Grants to Organisations**

The Town Clerk stated that she was asked at the Budget meeting of this council on the 6<sup>th</sup> January 2011 to place this topic in my report. Members commented that this issue had already been sorted.

##### **147. Choice Homes Advertising Arrangements**

The Town Clerk informed members that she had received a reply from Mrs Lyn Hambridge the head of Housing Commissioning for the County Council regarding the letter she was asked to write to her about not advertising Council and Housing Association homes in the local paper.

The Town Clerk stated that she explains that the use of the Western Telegraph to advertise properties available has been temporarily withdrawn as a pilot as an analysis of bidding data indicated that the majority of bids (over 95%) are placed either directly through the Choice Homes Website or by telephone. The pilot is to be evaluated shortly and consideration will then be given by the Choice Homes partners as to future advertising arrangements.

Mrs Hambridge assures us that our concerns will be taken into account in the evaluation.

Members commented that people are telephoning their bids through once they have seen the advert in the paper so the percentage given does not give a true analysis, members commented that they would like the Town Clerk to contact Mrs Hambridge and highlight these observations.

##### **148. Application for a new premises licence-Luca, 77 Queen Street**

The Town Clerk informed members that a new premises licence had been received by the County Council. She stated that it is for the supply of alcohol to be consumed off the premises. The opening hours for the shop are 9.00 am to 8.00 pm daily other than Sunday when the hours are 10.00 am to 4.00pm. There were no comments received.

##### **149. Planning Committee**

Members questioned if the Planning Committee should have delegated powers with Town council meetings going to four weekly, the Town Clerk commented that replies can be delayed to some planning applications but with moving to four weekly meetings it is sometimes may mean that replies will not be received in time.

It was:

**PROPOSED by Councillor K Becton**

**SECONDED by Councillor C Gwyther**

**RESOLVED- That the Planning Committee have delegated powers to consider applications which fall outside full council meetings.**

## 165. FINANCIAL REPORT

### 37. ACCOUNTS FOR PAYMENT

The following accounts are submitted for approval of payment:-

96	Swalec- Albion Square Memorial Lamp	£29.76
97	BDO Audit	£646.25
98	Pembroke Town Council - Christmas Tree	£188.00
99	Jewson combination padlock	£26.75
100	J.S. Pickering Electrical removal Christmas tree & Lights	£760.00
101	Days rental car Hire	£386.40

### 38. SALARIES AND WAGES

16/12/2010-7/01/2011	Salaries and Wages	£3953.00
16/12/2010-7/01/2011	Tax and NI	£843.30

### 39 . ACCOUNT BALANCES

07/01/2011	HSBC Current Account	£10,795.40
07/01/2011	HSBC Premium Account	£82,627.04

It was

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

**RESOLVED - That the Town Council approve payment of  
Accounts numbered 96-101 and Salaries and Wages  
payments.**

## 166. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

### Police Forum

Councillor M Murton commented that she attended a recent Police Forum meeting. She stated that there were no objectives set as the meeting was more aimed at personal issues. She informed members that PCSO Andrew Griffiths was in the process of arranging a session on Computer Safety.

## 167. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

## 168. ANY OTHER BUSINESS

### **Poor Road Conditions**

Councillor M Murton commented that since the cold weather over the winter period the road surfaces have deteriorated. She commented that the road near to the Laundrette in Queen Street has a very deep pot hole at present and could cause damage to vehicles. She questioned if this information could be passed onto the County Council.

### **Parking in Pembroke Dock**

Councillor P Gwyther questioned how the new enforcement officers are going to approach parking in the narrow streets of the town, where cars have to park on the pavement. It was commented that parking on pavements is not an offence unless it is causing an obstruction.

### **HM Coastguard**

Councillor C Gwyther commented that she had attended a recent presentation regarding the future proposals; she stated that proposals included the closure of Milford Haven and for the Mumbles to become a day time operation only. Councillor Christine Gwyther stated that they would not take on board any comments which were given and stated that the consultation didn't explore options.

It was

**PROPOSED by Councillor C Gwyther**

**SECONDED by Councillor A McNaughton**

**RESOLVED** - That this council register our concern over plans to close HM Coastguard operations centre at Milford Haven, which we believe would result in the loss of important local knowledge. We furthermore support local efforts to widen the consultation to explore alternative options and call upon HM Coastguard to hold a public meeting to discuss the proposals and to hear local views first hand."

**Council Photographs**

Councillor M Colgan questioned if up to date photographs can be done for the chamber. Members agreed for this to be done.

**Bicentenary Meeting**

Councillor M Colgan questioned when the next bicentenary meeting would be, the Town Clerk stated that preparations where underway.

Meeting closed at 20.10