

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 10<sup>th</sup> February 2011

**PRESENT:**

Councillor M Colgan (Mayor), A McNaughton, M Murton, K Becton, P Gwyther, C Fortune, K Higgs, T Wilcox, C Gwyther, S Perkins, P Kraus, D Earl.

**IN ATTENDANCE:**

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

**169. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors P E George, and E Cook.

**170. DECLARATIONS OF INTEREST**

**Town Clerk Supplementary Report item 162. Planning Applications**

Councillors T Wilcox, K Becton, A McNaughton and M Colgan declared an interest in Planning Applications.

**Private & Confidential Report of Town Clerk**

Councillors T Wilcox, C Fortune and M Colgan declared an interest in

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

There were no questions from members of the public

**172. MINUTES**

It was

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

**RESOLVED - That the Minutes of 6<sup>th</sup> January 2011 are adopted as a true record.**

It was

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

**RESOLVED - That the Minutes of 13th January 2011 are adopted as a true record.**

**173. MATTERS ARISING FROM THE MINUTES OF 6<sup>TH</sup> JANUARY 2011.**

There were no matters arising from the minutes.

**174. MATTERS ARISING FROM THE MINUTES OF 13<sup>TH</sup> JANUARY 2011**

**a) Minute 163 item 137 Town Council Flags**

The Town Clerk informed members that she had approached Andrew Johnston as members had requested in the last meeting of the Town Council, to question who had asked him to request the flags. She informed members that Andrew Johnston could not remember. It was questioned if any response had been received from The Sunderland Trust about the insurance; the Town Clerk stated that she had not received any response from the Sunderland Trust. Members felt that a response deadline should be set.

It was

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

**RESOLVED - That the Town Council should write to the Sunderland Trust again informing them that if no formal response is received then legal proceedings will take place.**

**b) Minute 163 item 147 Choice Homes advertising arrangements**

The Town Clerk informed members that she had received a response from the County Council regarding the telephone bidding system; the County Council stated that the observations will be taken into account during the trial. Some members were concerned about who was reviewing the system as County Councillors had not received consultations about the review. Members agreed that it was an internal evaluation which had to run its course.

**c) Minute 168 Parking in Pembroke Dock**

Members stated that they had all received letters regarding the issues in Meyrick Street Councillor K Becton informed members that the County Council are currently drawing up a proposal for parking for residents of Meyrick Street.

**175. REPORT OF THE TOWN CLERK**

**Appointment of Mayor and Deputy Mayor Elect for 2011/2012**

The Town Clerk informed members that it's the time of year where members need to consider the appointment of Mayor and Deputy Mayor for the year 2011/2012.

It was

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

**RESOLVED - That Councillor Andrew McNaughton becomes Mayor for 2011/2012**

It was

**PROPOSED by Councillor T Wilcox  
SECONDED by Councillor D Earl**

**RESOLVED - That Councillor Peter Kraus becomes Deputy Mayor for 2011/2012**

**Civic Functions**

The Town Clerk informed members that the Cleddau Hotel had been provisionally booked for 13<sup>th</sup> May for the civic dinner. She stated that she had included a list of invitees and asked for approval for the list of people to be invited and also the date and venue of the Cleddau Hotel. Members felt that previous Town Clerks should be removed from the list and a police representative should be invited and also RWE Pembroke Power Station should be also be invited.

**151 The Great Poppy Party weekend June 2011**

The Town Clerk stated that in 2011 the British Legion celebrates their 90<sup>th</sup> birthday. The way nations wage war has changed dramatically, and so has the way they care for the men and women returning from war. To celebrate this birthday there is to be a Great Poppy Weekend over June 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> 2011.

The party could take the form of barbecues, fancy dress event, karaoke night, masked ball, barn dance, games evening, a dress down day at school or any one of so many other ways of partying.

As well as celebrating this birthday these events can be fundraising for the British Legion. All these events can use the poppy theme to raise money and awareness.

Whatever the events the Legion are asking that it is combined with a raffle, auction or even a donation to attend the event.

Poppy party packs are available at a price of £10.99; they include poppy goods enough for a small event. Members wanted to look into organizing an event and suggested that a coffee morning and evening event took place for the weekend. Members suggested that they would try to involve the Pater Hall Trust and work with the community to have a successful event.

**152 Town Council Offices – Disabled access**

The Town Clerk stated that as requested by the Town Council Mr Alan Hunt, an officer of

the County Council visited the Pater Hall to assess the building on 13<sup>th</sup> January 2011. She stated that she had subsequently received an email from Mr Hunt which had been copied to members.

Some members felt that this was an issue which the Pater Hall Trust should address; the Town Clerk stated that the only issue that the town council could consider was access to the Town Council offices and access to Town Council meetings. Members of the Pater Hall Trust stated that there was to be some work completed under the recent grant application which would provide better access to the main part of the building. It was suggested that members think about holding the Town Council meetings in a room on the ground floor to enable easy access for people. Members agreed to progress any actions which could be easily completed.

It was

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

**RESOLVED - That the Town Council meeting of 10<sup>th</sup>  
March is to be relocated to the Warrior Room.**

### **153 Agreed budget figures for 2011/12**

The Town Clerk informed members that she had included the budget as agreed by Council on 6<sup>th</sup> January 2011. Members agreed the budget for 2011/12.

### **154 Councillor Vacancy**

The Town Clerk stated that she had received applications from four people interested in becoming a Town Councillor. She suggested that before the beginning of the next Town Council that they are invited to be interviewed by Council.

Members agreed for the Town Clerk to progress this and suggested members were at the Pater Hall for 5.45.

### **155 Vacancy for Secretary/Treasurer-PALC**

The Town Clerk informed members that she had received an email from Mr Godfrey Elcock notifying the Council of his retirement as secretary/treasurer. She stated that He had asked the Town Clerk to make the Town Council aware of this vacancy. The Town Clerk stated that she has the details of this role and if anyone was interested.

### **156 Kidney Wales Foundation – Walk for life 2011**

The Town Clerk stated that this charity has written asking for the support of the Town Council to organise a Walk for Life in our area. They provide a fundraising pack to help. If no event is to be organised they ask whether the Town Council would like to make a donation. Members stated that due to the policies set in place they could not award financial assistance to this organisation as its activities fell outside of Pembroke Dock.

### **157 The Dockyard Superintendent Memorial Board – Main Hall, Pater Hall.**

The Town Clerk informed members that Councillor Phil Gwyther had asked her to put this into her report, as the Trust have now been told they have been granted the money to renovate part of the Hall, the trust need to know where this Board should be sited or what is to be done with it. Councillor P Gwyther commented that this was no longer urgent and it could be left for another meeting.

### **158 Consultations**

The Town Clerk stated that she now has three consultations that need to be considered and answered.

They are:

Consultation on Proposals for Modernising HM Coastguard – response by 24<sup>th</sup> March 2011

Deposit Local Development Plan – Pembrokeshire County Council response by 9<sup>th</sup> March 2011

Pembrokeshire Coast National Park Authority Local Development Plan- draft Supplementary Planning Guidance (SPG) and draft planning Enforcement and Compliance Policy- response by 27<sup>th</sup> Aril 2011

The Town Clerk suggested for the Deposit Local Development Plan to be circulated amongst members and suggested that issues should be fed back to the office before 9<sup>th</sup> March.

She stated that there are only two members on the Consultation committee and asked for a volunteer to join and for dates from the existing members. Councillor D Earl commented that he would like to volunteer to which members agreed.

### **159 Sunderland Trust**

The Town Clerk stated that she had received a letter from the Sunderland Trust asking the Town Council to send them a letter confirming their on-going support.

They state that since their formation four years ago they have taken a lead in promoting major initiatives in the community which reflects its long and important naval, military and aviation connections.

With the backing of the Welsh Assembly Government's Rural Development Plan and Milford Haven Port Authority they have established the Flying Boat Centre in the former dockyard which attracted 12,000 visitors in just 18 months.

In the early days of the Sunderland Trust the Town Council wrote a letter of support of the Trust's aims and objectives, they are asking the Town Council to write again to express their continuing support for the Sunderland Trust so that they can demonstrate to all those whom they apply to for finance and help that they have the backing of the local community.

It was

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

**RESOLVED - That the Town Council write a letter of support for the Sunderland Trust**

### **160 Royal Wedding April 2011**

The Town Clerk stated that she has been approached by the Clerk in Neyland with regard to any celebrations that the Town Council may want to organise for the Royal Wedding on 29<sup>th</sup> April. Neyland Town Council has asked their Clerk to find out what other councils intend to do. Members felt there were already enough events taking place in the town.

She stated that she has also received a letter from Felingwm Pottery from Carmarthen offering bone china mugs to celebrate the Royal Wedding at £5.95 each. The mugs would show the coat of arms of the town and a photograph of the Royal couple with the date of the wedding. Members did not want to purchase the mugs.

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

### **161. Financial Assistance Requests**

#### **(a). Pembroke Dock Karate Club**

The Town Clerk informed members that Pembroke Dock Karate Club has written to the Town Council to ask for their assistance in providing a heating and air conditioning system to their premises. The total cost of this is quoted as £775.56. Their accounts for the last financial year have shown a loss. They have also applied to Pembroke Town

Council which has not yet been considered.

She informed members that the karate Club has 20 members from Pembroke Dock and they provide a recognised governing body structured training system, from beginner to black belt from the age of 5years old. They promote the health benefits associated with fitness, combined with social values for the young people they train.

It was **PROPOSED by Councillor T Wilcox**  
**SECONDED by????????????????????????????????????????????????????????????**

**RESOLVED - That the Town Council donate £200 to the Karate Club**

An amendment was **PROPOSED by Councillor K Higgs**  
**SECONDED by Councillor M Murton**

**RESOLVED - That the Town Council donate £250 to the Karate Club**

This was agreed

**(b). Cruse Bereavement Care- All Pembrokeshire Branch**

The Town Clerk informed members that Cruse had written to the Town Council to ask for some financial help to support the work of their volunteers. Last year their volunteers gave more than 2500 hours of their time, but the costs of their rigorous volunteer training programme and volunteer travel expenses accounted for more than £6500 in their budget. Although they are a part of a national charity, they must raise all their funds locally for their work in Pembrokeshire.

Members stated that due to the policies set in place they could not award financial assistance to this organisation as its activities fell outside of Pembroke Dock.

**162. Planning applications**

<b>10/1021/PA</b>	Pennar Community School Owen Street Pennar Pembroke Dock	Owen Street Pennar Pembroke Dock <b>Extend Car park, External store &amp; Canopy</b>
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It was **PROPOSED by Councillor C Gwyther**  
**SECONDED by Councillor P Gwyther**

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

**163. Planning decisions**

**10/0936/CA-** Demolition of existing garage and erection of two houses- Land Adj to the corner of Sloggets Hill and Milton Terrace, Pembroke Dock, Pembrokeshire- **Refused**

**10/0657/PA** – Removal on condition no 6 of consent 09/0936/PA- The old Gas showroom, London Road, Pembroke Dock, SA72 6DT- **Granted**

**10/0928/TF-** Removal of ash tree and pollard beech tree- Ferry Wood House, Pembroke Ferry, Pembroke Dock, SA72 6UD- **Granted**

**10/0900/PA-** New Shop front- 17 Dimond Street, Pembroke Dock, SA72 6JA- **Granted**

## 177. FINANCIAL REPORT

### 40. ACCOUNTS FOR PAYMENT

The following accounts are submitted for approval of payment:-

98	Konica Minolta	£60.48
99	BT- Phone Charges	£93.44
100	Swalec – Xmas Lighting	£277.21

### 41. SALARIES AND WAGES

08/01/2011 – 04/02/2011	Salaries and Wages	£4,997.99
08/01/2011 – 04/02/2011	Tax and NI	£1,127.61

### 42 . ACCOUNT BALANCES

07/01/2011	HSBC Current Account	£3,052.95
07/01/2011	HSBC Premium Account	£82,629.80

It was

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

**RESOLVED - That the Town Council approve payment of Accounts numbered 98-100 and Salaries and Wages payments.**

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

### Police Forum

Councillor M Murton commented that she attended a recent Police Forum meeting and was informed that 2 of the PCSOs have had their contracts extended for a further 12 months, she stated that the PCSOs would be patrolling Park Street lane and are focusing on antisocial behaviour around the town.

### PDEAT

Councillor M Murton commented that the group had recently met and informed Councillors that one member of the group constantly criticised the Town Council and undermined other members and there were not many actions taken from the meeting. Members were informed that this individual was only at the meeting to talk about environmental issues, and that any other issues should go through County Councillors. Councillor M Murton informed members that the group have been offered black bins from the County Council which would be put throughout the town. She informed members that meetings would take place every 2 months.

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

There were no items to discuss.

## 168. ANY OTHER BUSINESS

### **Rally in Milford Haven to support HM Coastguards and commemorate the Sea Empress disaster**

Councillor C Gwyther informed members that there would be a rally taking place at the Rath stand in Milford Haven on Tuesday 15<sup>th</sup> February at 12.00pm. She stated that it is to support the Coastguards and to commemorate the Sea Empress incident, she encouraged members to attend to show their support.

### **Pembroke Dock Murals**

Councillor M Murton informed members that she had received 2 phone calls regarding

some murals for the town of Pembroke Dock which were painted by Mr George Lewis. Mr Lewis was concerned about the murals as the glass case which they are stored in has condensation on the inside of the glass which is starting to damage the murals, Councillor M Murton informed members that Mr Lewis had requested that the murals to be taken from the glass case but was informed that he could not have them taken from the glass case by one individual. Members agreed to write to County Hall and the Town Heritage Initiative to ask that the murals be removed to a place of safety. Members felt that the mural should be highlighted as a treasure of Pembroke Dock.

### **Boundary Commission Seminar**

Councillor S Perkins informed members that she had attended a Boundary Commission seminar for Pembrokeshire recently. She stated that no changes would be made until 2018.

### **Census Seminar**

Councillor S Perkins informed members that she had attended a Census seminar, she stated that they are requesting for a completion event to be done throughout the community to help individuals and also highlight the fact that if the Census was not completed people could receive a fine of £1,000.

### **Memorial Park**

Councillor S Perkins stated that the Memorial Park group is about to try and register as a charity and needed to consider the make up of the group as most community members are becoming Councillors. She informed members that she is not currently protected under the code of conduct and asked if members would nominate her to be part of the Memorial Park group as a representative of the Town Council.

It was

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

**RESOLVED - That the Town Council nominate Councillor S Perkins to represent the Town Council on the Memorial Park Group.**

### **Farmers Market**

Councillor P Kraus questioned if a Farmers Market could be held in St Govans Centre, the Town Clerk stated that the Town Council have previously requested that a Farmers Market is held in the Town but it was refused.

### **Law Street Zebra Crossing**

Councillor K Higgs highlighted ongoing concerns about the Zebra crossing in Law Street, he stated that the area is poorly lit and needs addressing. The Town Clerk informed members that she had previously contacted the County Council regarding this matter who stated that the lighting in the area was adequate. Councillor K Higgs stated that there are other crossings which cover a shorter distance which have better lighting and felt that this crossing needed addressing as prevention is better than cure.

### **Argyle Surgery Phone System**

Councillor K Higgs stated that the telephone queuing system at the surgery needs addressing as it is not easy for patients to get through to the surgery. He questioned if something could be added so you would at least know where you were in the queue. Members were informed that when you call the surgery even if you don't get through you still get charged for the call. It was agreed that the Town Clerk contact the Surgery to highlight these concerns.

### **St Govans Centre**

Councillor A McNaughton informed members that he had received a complaint regarding members of staff smoking in the alley way between the 2 St Govans buildings. He commented that public use this route to and from the building and the staff from St Govans are littering the area with the cigarette ends.

**169. PRIVATE & CONFIDENTIAL MINUTES**

It was

**PROPOSED by Councillor S Perkins  
SECONDED by Councillor A McNaughton**

**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.**