

At a Meeting of Pembroke Dock Town Council
held at the Pater Hall, Pembroke Dock on
Thursday 10th March 2011

PRESENT:

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

IN ATTENDANCE:

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

173. APOLOGIES FOR ABSENCE

Apologies were received from Councillors P E George, and C Gwyther

174. DECLARATIONS OF INTEREST

Town Clerk Report- Planning Application 10/1079/CA

A McNaughton declared an interest in Planning Application 10/1079/CA.

175. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public

176. MINUTES

It was

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

**RESOLVED - That the Minutes of 10th February 2011 are
adopted as a true record.**

177. MATTERS ARISING FROM THE MINUTES OF 10th FEBRUARY 2011

Town Council Flags

The Town Clerk informed members that she had received an email from Mr John Evans of the Sunderland Trust regarding the Town Councils flags, the email stated that he was in the process of sourcing new flags but was having difficulty sourcing certain flags.

Parking in Pembroke Dock

The Town Clerk stated that she had received a letter from a resident of Meyrick Street regarding parking in the area, it was stated that the County Council are taking the letter seriously and currently looking into it. It was questioned where people working in the town park when the fair was in Western Way as there would then be no all day parking within Pembroke Dock.

It was

**PROPOSED by Councillor K Becton
SECONDED by Councillor S Perkins**

**RESOLVED - That the Town Council write to the County
Council and ask this question.**

Minutes of the Town Council

Councillor P Gwyther questioned if members could be named in minutes when raising an issue or suggesting an action, he felt that this would make the minutes more precise. It was stated that if this is done then more votes of agreement would be needed.

Disability Access

Councillor K Becton commented that she appreciated that the Town Council meeting had moved to the Warrior Room of the Pater Hall but felt it was still not accessible to an independent wheelchair user. It was felt that the Town council could be put into a difficult position if they were not acting within the legislation. The Town Clerk informed members that she had been trying to arrange a meeting with Alex Allison of the Regeneration Unit of the County Council and Alan Hunt the disabilities officer of the County Council, it was requested for the information to be sent to Ian Jones the

Company Secretary of the Pater Hall Trust as he had more understanding of this.

Pembroke Dock Murals

The Town Clerk informed members that Mr Lewis didn't want anything done with the Murals and was happy with the condition of them, she stated that she had also spoken with David Davies who confirmed the same and also she had received a letter from the County Council which also stated this. It was commented that nothing further could be done on this matter.

Memorial Park

Councillor S Perkins informed members that the plans for the Memorial Park should be with the group at anytime and that the lease for the land had been signed by the Mayor. She stated that the AGM of the group was to be held on Friday 18th March 2011 and encouraged members to attend and spread the word to others. Councillor S Perkins stated that the group would be applying for charity status and the group needed more community members to join the group.

The Town Clerk informed members that there needed to be seven trustees and organisations can be members of the group but they can only have one formal representative. Councillor S Perkins advised that two of the members from the Town Council for this group should be herself and Councillor D Earl as they have been part of the Memorial Park group from the beginning.

Zebra Crossing

Councillor K Higgs questioned if a circle of lights could be put on top of the pole at the Zebra Crossing in Laws Street, as the ones on the Mil-pond in Pembroke. All members agreed for the Town Clerk to write to Ben Blake of the County Council to suggest this.

Land in between St Govans Centre

Councillor K Becton informed members that the piece of land between St Govans Centre was privately owned so there was nothing which the Town Council could do regarding people using this area to smoke.

Argyle Street Surgery

Councillor K Higgs questioned if there had been any response from the issues raised regarding the appointment system at the surgery the Town Clerk informed members that nothing had been received. Members agreed that the current appointment system was not working and after discussion

It was

PROPOSED by Councillor C Fortune

SECONDED by Councillor K Higgs

RESOLVED - That the Town Council write to the Edwina Hart to highlight the issues with the appointment system at Argyle Surgery

178. REPORT OF THE TOWN CLERK

164. Code of Conduct 2008 – adoption of the Code.

The Town Clerk informed members that she had enclosed a copy of the Code of Conduct and ask Council to resolve to adopt this code in its entirety.

It was

PROPOSED by Councillor S Perkins

SECONDED by Councillor M Murton

RESOLVED - That the Town Council adopt the Code of Conduct in its entirety

Members voted with 11 members agreeing and 1 member abstaining from the vote.

165. Renewal of the photocopier in the Town Council offices.

The Town Clerk informed members that unfortunately the photocopier in the office was not working properly and causing problems which meant that photocopying was taking twice as long as it should. We have obtained some prices which include either buying or leasing a new machine and the price that is paid per copy.

She stated that at the moment the existing arrangement was that the Town Council seem to have was to pay per copy on a quarterly basis. She commented that she believed the photocopier was owned by the town council and it is 11 years old.

The prices we have been quoted are:-

	Colour Curve (4 year plan)	Clarity Copiers (3 year plan)	Glyn Edwards (3 year plan)
Purchase Price	£1450.00	£708.50	£1587.50
Rental	£36.92 per month	£26.21 per month	£52.94 per month
Service	.8p per copy	.4p per copy	.79 per copy
Average usage per copy	5513 per quarter	5513 per quarter	5513 per quarter
Total Monthly	£51.61	£33.56	£67.45
Total Yearly	£619.46	£402.72	£811.69

It was

**PROPOSED by Councillor K Higgs
SECONDED by Councillor D Earl**

**RESOLVED - That the Town Council purchase a new
photocopier from Clarity Copiers.**

166. Councillor vacancy

The Town Clerk informed members that she had received a letter from Councillor David Humphreys explaining that he was resigning from the Council due mostly to the pressure of his workload.

She asked for Councils permission to notify the County Council of this vacancy. Members agreed for the Town Clerk to contact Pembrokeshire County Council. The Town Clerk stated that there were currently vacancies on the finance and planning committees of the Council. Councillor A McNaughton volunteered to fill the vacancy on the finance committee to which members agreed. It was felt that it would be best to wait till the new councillors were in place for the planning committee and delay the decision until the next meeting.

Councillor M Colgan suggested that a letter of thanks was sent to Mr David Humphries for his time and effort during his period as being a Councillor.

167. Armed Forces Day

The Town Clerk informed members that this event is to be held on Saturday June 25th, this year in Pembroke Dock. She stated that she had approached Mr David Davies to ask whether the Garrison Chapel could be used she informed members that she had received a letter which was on the table for members to read, It was felt that the Town Clerk should reply to David Davies with the information requested.

The Town Clerk stated that Councillor McNaughton would be involved in the organising meetings with the Pembroke Town Council as he will be Mayor for the forthcoming year.

168. Reduction in cover at RMB Chivenor

The Town Clerk stated that she had received a letter from the Defence Equipment and Support Helicopter Strategy and Governance Team with regard to the letter sent by the Town Council expressing concerns about the reduction in search and rescue services. She informed members that there was a written Ministerial statement made to the House of Commons in December 2010 and another one in February 2011, she stated that the outcome was such that the issues raised by the preferred bidder, Soteria, were such that it is not appropriate to proceed with either the preferred bid or the current procurement process. The Department of Transport and Ministry of Defence will now consider the options to meet the future requirements for Search and Rescue in the UK.

In December Soteria voluntarily came forward to inform the government of irregularities regarding the conduct of their bid team which had only then recently come to light. The

irregularities included access by one of the consortium members, CHC Helicopters, to commercially sensitive information regarding the joint MOD/DfT project team's evaluations of industry bids and evidence that a former member of that project team had assisted the consortium in its bid preparation.

The MOD police are now investigating how the information came to be in the possession of the bidder. Even without the outcome of that investigation the Government has sufficient information to enable it to conclude that the irregularities that have been identified were such that it would not be appropriate to proceed with either the preferred bid or with the current procurement process.

The Department of Transport and the MOD will now consider the potential procurement options to meet future requirements for search and rescue helicopters in the UK.

169. Pembrokeshire Greenways – The Future of the Havenlink Service

The Town Clerk informed members that since 2008, the Pembrokeshire Greenways has been working with partner organisations to develop a water taxi service on the Milford Haven waterway and Lower Cleddau estuary. A pilot service known as Havenlink, operated during the last 3 summers following a water transport feasibility study in the autumn of 2007, operating the pilot service has been very challenging but also very successful, with very high numbers of passengers, both local residents and visitors, wanting to use the service.

She stated that as with many public transport services, Havenlink requires subsidy to develop it over a longer term period and to date it has been subsidised by public and private sector organisations. In the current economic climate money used to fund Havenlink has had to be redirected so without alternative funding, Havenlink cannot operate this year. The Town Clerk stated that the amount needed to cover the operational costs for the 2011 season is £8000. She questioned if the Town Council be prepared to make a contribution to maintain this popular service. Members stated that the Town Council do not have the funds to be able to help.

170. RNIB – Financial assistance.

The Town Clerk informed members that the RNIB are hoping to extend their Talking Books selection. There are over 115,000 people in Wales with sight problems. RNIB works to support the fundamental right of all people to be able to access information in a language and format they can read or listen to. They are looking for financial help in progressing this project.

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.

171. SWAT – a letter received from Mr Anthony Miles

The Town Clerk stated that Mr Miles is asking the Town Council to support SWAT (Save Withybush Action Team) by organising a public meeting to promote the concerns of the SWAT team.

It was commented that there are no plans to close Withybush Hospital and it was felt that the Town Council could not help.

172. Pembroke Amateur Boxing Club

The Town Clerk informed members that the Boxing club are holding their annual boxing match in May in the Pater Hall. They are looking for sponsorship from the Town Council. To sponsor a bout costs £50.00 per bout and to be a main sponsor it will cost £200.00. There will be sponsor tickets available should the Town Council agree to sponsor the club.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Murton

RESOLVED - That the Town Council Sponsor the Boxing Club £200.

173. Ashleigh Barnikel – Financial Assistance

The Town Clerk informed members that she had received a request from Ashleigh Barnikel for financial assistance; She stated that Ashleigh is a member of the 4th Pembroke (Lamphey) Cub Pack and has the opportunity to go with three other groups of scouts from Pembroke and Pembroke Dock on an activity trip to France this summer. The Town Clerk stated that Ashleigh has already done some fundraising to raise some funds towards this trip. She is asking whether the Town Council will help her fund this trip.

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

174. Pembroke 2020 – Consultation

The Town Clerk informed members that she had received a newsletter from the Pembroke 21C Community Association, which she had should anyone wish to read it. She stated that the association was running a consultation process with meetings organised to allow residents of Pembroke the opportunity to comment on the changes they want in Pembroke.

175. Letters of Thanks

The Town Clerk informed members that she had received two letters thanking the Town Council for the donations they have made.

The Friends of South Pembrokeshire hospital thanking for the donation of £150.

The Pembroke Dock Karate Club has also written to thank the Town Council for the donation of £250.00.

176. Planning Applications

10/1079/CA

Mr T Kinver
Kinver Kreations Ltd
Chestnut House
Main Street
Goodwick

15-23 Meyrick Street
Pembroke Dock

Renovation, refurbishment and rear extension. Erection of 5 houses with Internal garages and erection of 18 apartments.

It was

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

RESOLVED - That the Town Council support this application but commented that they felt that the access and egress to the rear flats could cause issues and that sufficient signage would be needed and that the area is overdeveloped.

Members voted on this decision there where 5 for supporting the application and 4 against.

10/1078/PA

Geraint Evans
Surehaven
Fort Road
Pembroke Dock

Surehaven Pembroke Hospital
Fort Road
Pembroke Dock

Erection of conservatory

It was

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

RESOLVED - That the Town Council support this application.

177. Planning Decisions

10/1021/PA- Extend car park, External Store & Canopy- Pennar Community School, Owen Street, Pennar, Pembroke Dock, SA72 6SL – **Granted**

10/0965/PA- Erection of 1 ½ Storey Dwelling- Land Adj to Magazine Building, Pembroke Dock- **Granted**

10/0814/AD- 1 Fascia Sign & 1 Illuminated projecting sign- Llanion Lodge, 26 London Road, Pembroke Dock – **Refused**

10/0880/PA- Demolition of existing garage & construction of 2 new build houses- Land adj to the corner of Sloggets Hill & Milton Terrace, Pembroke Dock, Pembrokeshire - **Refused**

179. SUPPLEMENTARY REPORT OF THE TOWN CLERK

178. Proposed meeting dates – 2011/12

The Town Clerk informed members that she had included a list of proposed meeting dates for the next year. She asked that if Council were in agreement could the dates be confirmed. Members confirmed the dates as follows

7 th April 2011	
12 th May 2011	AGM and Mayor making
2 nd June 2011	
30 th June 2011	
28 th July 2011	
1 st September 2011	
29 th September 2011	
27 th October 2011	
24 th November 2011	
22 nd December 2011	
19 th January 2012	
16 th February 2012	
15 th March 2012	
12 th April 2012	
17 th May 2012	AGM and Mayor Making

180. FINANCIAL REPORT

43. ACCOUNTS FOR PAYMENT

The following accounts are submitted for approval of payment:-

100	The Consortium	£8.39
101	BT Internet Services- Pater Hall	£118.76
102	Blachere- 3rd Year hire charge Xmas lights	£735.96
103	Talbot Timber - Wood & paint for Pump House	£81.05

44. SALARIES AND WAGES

11/02/2011-04/03/2011	Salaries and Wages	£3942.48
11/02/2011-04/03/2011	Tax and NI	£831.84

45. ACCOUNT BALANCES

04/03/2011	HSBC Current Account	£7,129.56
04/03/2011	HSBC Premium Account	£72,632.20

It was

**PROPOSED by Councillor K Becton
SECONDED by Councillor S Perkins**

RESOLVED - That the Town Council approve payment of Accounts numbered 100-103 and Salaries and Wages payments.

181. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Police Forum

Councillor M Murton commented that she had recently attend a police forum meeting

she stated that priorities for this month were anti social behaviour.

Town Heritage Initiative

Councillor K Becton informed members that there had been 23 projects which were completed on time and on budget. She stated that there were refurbishments planned for the Garrison Chapel which would provide toilet facilities in the building and office space. She commented that there were also grants available for retailers of the town but this would only enable refurbishments to the front of properties.

Pater Hall Trust

Councillor P Gwyther informed members that there had been some security issues at the Pater Hall. He commented that it involved a dance group attracting a number of youths who were gathering outside the building and causing grief to both the caretakers and other users of the hall, he stated that he was disappointed with the response from the local police station as once they had left the youths would reappear. Councillor P Gwyther stated that the group had been suspended from using the hall on a Monday evening but felt the situation was impossible without the support from the Police. The Town Clerk informed members that she had written to the police and highlighted the issue of staff security and informed them of events and the poor service which was received. It was suggested that a letter is sent to the Police Headquarters in Carmarthen highlighting the recent issues.

182. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

183. ANY OTHER BUSINESS

Treowen Road Lollipop Lady

Councillor E Cook informed members that the Lollipop lady had disappeared, she stated that a survey had been done to see if the Lollipop lady was still required, but a lot of the mums had been taking their children to school in the car due to the lollipop lady not being there. She questioned if the Town Council could write a letter of support for another count to be done after Easter as Treowen Road is a very busy road. Members agreed for a letter of support to be done.

Pater Hall Trust

Councillor P Gwyther informed members that the Pater Hall Trust would be holding its AGM on Monday 14th March at 6.00pm he stated that one community member was needed to fill a vacancy on the Trust.

Chamber of Trade Minutes

Councillor M Murton questioned if the Chamber of Trade received a copy of the Town Council minutes, the Town Clerk informed members that they are sent copies the same time as Councillors receive theirs. Councillor M Murton commented that the Town Council had previously requested for farmers market to take place in the town but had been refused by the County Council as the stall holders do not want to do it. It was questioned if the Town Council send a representative to the meetings of the Chamber of Trade, Councillor M Colgan commented that she attends as agreed at a previous meeting of the Town Council. The Town Clerk informed members that the minutes were for information only.

Summer Festival

Councillor S Perkins informed members that the Summer Festival would be taking place from the 18th June 2011 until the 25th June 2011 with the Fun day in the Park taking place on the 19th June and the Street Party taking place on 25th June 2011.

Parking for Church Services

Councillor S Perkins stated that she had received a letter of complaint from a resident of Pembroke Dock regarding the parking outside St Johns Church. She commented that people were unable to attend church services as they were unable to park outside the church and if they did park there for the duration of the service they were getting booked. Councillor S Perkins questioned if the Town Council could write to the county council to see if something could be done.

Official Opening of Chinese restaurant

Councillor A McNaughton informed members that the new Chinese restaurant/Takeaway in Bush Street had an official opening last week. He commented that the Town Council had not received an official invite and that he himself had found out by mistake on the night whilst collecting an order for himself. He commented that the Chairman of the county council, other large organisations and other members of the County Council were present for the official opening. Councillor A McNaughton commented that he was disgusted that the Town council had not been informed or invited. It was agreed for the Town clerk to write to the Chairman of the County Council to inform him how upset members were that the Mayor was not invited to an official opening held in our town.

184. 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.