

At a Meeting of Pembroke Dock Town Council  
held at the Pater Hall, Pembroke Dock on  
Thursday 7<sup>th</sup> April 2011

**PRESENT:**

Councillor M Colgan (Mayor), A McNaughton,  
M Murton, K Becton, P Gwyther, C Fortune, S Perkins, P  
Kraus, E Cook, P E George

**IN ATTENDANCE:**

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

Mrs Jane Phillips read out declaration of Office and signed to become a Councillor of Pembroke Dock Town Council. The Mayor Councillor M Colgan welcomed Councillor J Phillips to the Council.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors K Higgs, T Wilcox and C Gwyther

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

A resident of Meyrick Street approached members with a number of issues, the first issue that she raised was that residents of Meyrick Street are struggling to get the parking permit scheme introduced by the County Council, the resident was also concerned about a proposed development of flats at 15-23 Meyrick Street. She stated that this development only allowed for parking for 15 dwellings and questioned where the rest were expected to park. Councillor K Becton stated that the parking permit issue was currently being looked at by Ben Blake of the County Council; she commented that traffic order alterations had to go through the Chief Management board and that was why it was taking so long. Councillor K Becton stated that the proposed development at 15-23 Meyrick Street is a renewal application and objections that objections had been raised from the Town Council, she informed members that more residents from the area needed to write to the County Council to raise their objections to the scheme to encourage the County Council to take more notice of residents' opposition.

The next issue raised by the resident was dog fouling in Pembroke Dock; she commented that Queen Street and Park Street lane have the problem. The resident stated that notices had been erected to help alleviate the issue and to try and catch the culprit. Councillor K Becton stated that dog fouling is an issue in Pembroke Dock but not much can be done unless the person is caught. PC Trish Dixon commented that officers had been recently trying to catch the culprits but stated that it means being in the right place and the right time.

**4. MINUTES**

It was

**PROPOSED by Councillor C Fortune  
SECONDED by Councillor S Perkins**

**RESOLVED - That the Minutes of 10<sup>th</sup> March 2011 are  
adopted as a true record.**

**5. MATTERS ARISING FROM THE MINUTES OF 10<sup>th</sup> FEBRUARY 2011**

**Town Council Flags**

The Town Clerk informed members that she had recently met with John Evans from the Sunderland Trust. She stated that he had informed her that he was currently attempting to replace the flags from the list provided.

**Disability Access**

The Town Clerk stated that she had attended a meeting with Councillor K Becton, Alex

Allison and Alan Hunt of the County Council and Don Esmond of the Pater Hall Trust. She informed members that funding would be needed to enable the Trust to put the lift in the front of the building, which would help with the access to the Council Chamber. The Town Clerk informed members that Alex Allison of the County Council would be working with the Pater Hall Trust to help with that funding. Councillor K Becton commented that the changes needed to be done within a reasonable timescale but stated that ideas have been put forward that home visits may take place where necessary until the changes were made.

### **Memorial Park**

Councillor S Perkins commented that the plans should be with the County Council soon and commented that the planning department were hoping to have the plans agreed within 6-7 weeks. Members of the Council were shown plans of the bike track and skate park, Councillor S Perkins stated that they had funding for the bike track but would be looking for funding for the skate park, she stated that the Memorial Park group needed a trustee from the community. Councillor S Perkins thanked the Town Clerk for her hard work and pushing the architect to enable the process to move forward.

### **Laws Street Zebra Crossing**

Councillor S Perkins questioned if the Town Clerk had heard anything from the County Council regarding the Laws Street Zebra crossing. The Town Clerk stated that the County Council are going to be looking at the crossing.

### **Church Services Parking**

Councillor K Becton questioned if the people using St Johns church have blue badges. She stated that if they did that there is no time limit on where they park. The Town Clerk stated that she had written to Mr Sutton of the County Council regarding this issue but has had no reply.

### **Treowen Road Lollipop Lady**

The Town Clerk informed members that the Lollipop lady issue was currently under review with the County Council and another review was due to take place after Easter.

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

### **1. Hanging Baskets and Floral displays**

The Town Clerk informed members that she had been out to tender to local businesses for the hanging baskets and floral display supplier this year.

She stated that she had received two quotes:-

Bush Nurseries - £1675

Willowdale Nursery - £1736

It was

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

**RESOLVED - That Bush Nurseries provide floral baskets and floral displays for this year.**

### **2. Computer Equipment for the Town Council Offices**

The Town Clerk informed members that she had been tendering for computer equipment quotes but unfortunately by the cut off date only one quote had been received.

She stated that she had subsequently received a quote from another company but it was later than the cut off date, this apparently was due to sickness.

The Town Clerk suggested that as she had only one quote on time and felt that she needed more than one quote she informed members that she is intending to ask some more companies for quotes and ask the two who have quoted if they want their existing tenders to be considered. She commented that she felt this was the only fair way of proceeding and will give the Town Council a better chance of receiving value for money. Members agreed that the Town Clerk should progress this suggestion.

### **3. Councillor Co-option – Candidate Interviews**

The Town Clerk stated that when there was a vacancy on the Town Council to fill by co-option a form of interview takes place where the candidate hopes to show how they would be the best person to fill that vacancy. She commented that it was apparent at the last occasion of candidate interviews that the current style of interviewing adopted by the

Council does not allow the candidate to express to the Council their best attributes and experience. This was agreed by those present. The Town Clerk suggested that for any future such interviews that as now the Mayor will ask the questions but that both the Mayor and the members present may ask the candidate questions through the Chair. Members stated that questions should be the same for each candidate.

It was

**PROPOSED by Councillor P Gwyther  
SECONDED by Councillor S Perkins**

**RESOLVED - That Personnel Committee review the questions for Councillor Co-option- Candidate Interviews.**

#### **4. Strategic and Operational Changes to Dyfed-Powys Police**

The Town Clerk commented that she had been informed by her colleague in Pembroke that they had a visit at their last Council meeting by Chief Superintendent Dean Richards who was reporting on the future strategic and operational changes that are happening in the Dyfed-Powys Police authority. She stated that these changes are driven not only by having a reduced budget but also in an attempt to address the issue of response to problems the public have. The Town Clerk informed members that it was made clear that these changes are evolving and are yet to be finalised.

It was

**PROPOSED by Councillor M Murton  
SECONDED by Councillor K Becton**

**RESOLVED - That the Town Clerk contact Chief Superintendent Richards to attend a future Town Council meeting to outline changes**

#### **5. Armed Forces Day Use of the Garrison Chapel**

The Town Clerk informed members that she had received a letter from Mr David Davies as a result of the last letter sent to him. The Letter was offering the Town Council the use of the grounds of the Garrison Chapel which is what the group had in mind. The Town Clerk commented that last year the backdrop of Pembroke Castle was splendid and she felt that using the Garrison Chapel this year will give a similar effect.

#### **6. Town Council Insurance- Legal Fees cover**

The Town Clerk informed members that she had been made aware that the Town Council does not currently have the legal fees costs part of the existing insurance policy with Zurich. She commented that she had asked them for a ball park figure which would cover up to £50,000 legal fees for members or officers at a cost of approximately £65 a year. The Town Clerk suggested that as the insurance policy is up for renewal in May that the Council include the legal fees cover for future insurance cover. All members agreed that the Town Clerk searches for other quotes this year to see if she can reduce the cost of insurance to the Council.

#### **7. School Crossing patrol – Treowen Road, Pennar**

The Town Clerk informed members that she had received a letter from Mr Darren Thomas of the County Council where he agrees to carry out an interim review of the situation with regard to manning a crossing patrol in May as Council has asked. She stated that the County Council has also asked Pennar School to provide them with data of the pupils living beyond High Street, Bellevue Terrace and Bufferland who would potentially use this crossing.

#### **8. Argyle Medical Centre-Access to appointments**

The Town Clerk stated that she had received a letter from Edwina Hart AM in reply to her letter stating the concerns of Council for residents to access appointments at the Argyle Medical Centre.

The Town Clerk commented that Mrs Hart stated that she was concerned about the problems of accessing appointments. She also stated that GP surgeries must provide a local number for patients to use, but that some surgeries are contracted to existing telephone numbers currently. The regulations provide for those GP practices to review their contracts by 1<sup>st</sup> April 2011. If after review the practice has a system where calls cost more than to a normal landline the practice must consider introducing a system where, if a caller

requests, the practice will ring back at its own expense.

The concerns of Council expressed in my letter have been passed on to Mr Trevor Purt, Chief Executive of Hywel Dda Local Health Board.

#### **9. Lowless Commercial**

The Town Clerk informed members that she had received notification that the Town Council solicitors are merging with Morris Roberts Solicitors in Carmarthen. The Town Clerk believed that they will at some point be moving offices to the Technium.

#### **10. Council Tax Charge**

The Town Clerk informed members that she had received a notice from Pembrokeshire County Council that the Council Tax charge for the Town Council Offices is £2033 for the year 2011/12

#### **11. PALC (Pembrokeshire Association of Local Councils) Annual Subscription**

The Town Clerk stated that she had received a letter asking that the Town Council renew its membership of PALC at a cost of £158. Members questioned what the Town Council gain from renewing this membership. The Town Clerk informed members that this is a site mostly for Councillors which provided support and legal advice, but they do not provide any training as this is provided by One Voice Wales.

It was

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

**RESOLVED - That the Town Council do not renew their membership with PALC**

#### **12. One Voice Wales National Training Programme for Town and Community Councillors**

The Town Clerk informed members that she had received a list of courses available for town councillors which covered the following topics:-

The Council  
The Councillor  
The Council as an Employer  
Understanding the Law  
The Council Meeting  
Understanding Local Authority Finance  
Understanding the Planning Process  
Community Engagement

She stated that each course ran in the evening starting at 6.30 pm and there is one available in County Hall. Each place would cost £35 each.

#### **13. Financial Assistance Children with Leukaemia**

The Town Clerk informed members that this organisation was looking for financial assistance to help towards research. 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.

#### **Hospital Radio Withybush – Annual Donations**

The Town Clerk stated that the hospital Radio at Withybush was asking for help financial towards maintaining the equipment and to support the running costs. She informed members that the radio provides specialist programmes 24 hours a day to the patients and staff at Withybush Hospital from a small band of volunteers. 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.

#### **Girlguiding- AGESCI Campania Regional Scout Camp 2011 – Rhiannon Davies**

The Town Clerk informed members that she had received a letter from Rhiannon asking that Council give her some financial support. The Town Clerk commented that she is 16 year old pupil at Pembroke School. She is a young leader with the 3<sup>rd</sup> Pembroke Dock Guide Unit she is also a member of the Ranger Unit where she is undertaking the Duke of

Edinburgh Award as well as other programme activities relating to Girlguiding UK awards. Rhiannon has been selected to represent Pembrokeshire at Welsh level for an International opportunity in summer 2011. She has been asked to attend the above event in Italy this summer as part of the Girlguiding Cymru team. The jamboree will celebrate the 150<sup>th</sup> anniversary of the unification of Italy and has the Theme to 'make a difference'. Rhiannon needs to raise nearly £900 and has already carried out some fund raising and has so far raised £285. She is asking the Town Council if they are prepared to make a donation so that she may achieve her goal.

It was

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

**RESOLVED - That the Town Council donate £200 to Rhiannon Davies to help support her for this event.**

### **Victim Support**

The Town Clerk informed members that she had received a letter from Victim Support asking that the Mayor makes their charity the charity of the year. Also the charity is asking for any donation that Council may wish to make. Members agreed that the charity of the year should be the decision of the Mayor and that due to the policies set in place they could not award financial assistance.

### **Mencap Cymru**

The Town Clerk commented that Mencap were asking the Town Council for financial support to help to continue their work in Wales. Members stated that due to the policies set in place they could not award financial assistance.

### **Pembrokeshire Citizen's Advice Bureau**

Pembrokeshire Citizen's Advice Bureau aims to provide the people of Pembrokeshire with the best possible service regarding advice and information. They are currently looking at ways to cope with the increasing number of personal callers to our offices whilst still operating an 'Outreach' service. In 2010 they dealt with 14,343 enquiries, Debt (37%) and Welfare (35%) being the most common.

All their volunteers give their time freely but running costs are escalating.

Pembrokeshire County Council has decided to cut to the annual grant given to the Bureau. For 2011/12 the cut has been confirmed at 6% and is likely to be the same amount for each year for the next 3 years.

They are asking whether the Town Council will consider making a donation towards helping the Bureau maintain the service it provides to all residents of Pembrokeshire, but also to the CAB office based in Pembroke Dock. Members stated that due to the policies set in place they could not award financial assistance as they are a national charity.

## **14. Planning Applications**

**10/1081/PA**

Quiet Revolution  
Pembroke Dock Yard  
Pembroke Dock  
Pembrokeshire  
Sa72 6AE

Carr Jetty  
Pembroke Dock  
Pembrokeshire  
**Erection of wind Turbine**

It was

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

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

**10/1181/PA**

6 Kitchener Close  
Pembroke Dock  
SA72 6NR

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**Erection of Conservatory**

It was

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

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

**10/1196/PA**

Mr Hugh Watson  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
Pembrokeshire  
SA61 1TP

Market Hall  
The Market  
Melville Street  
Pembroke Dock  
Pembrokeshire  
SA72 6XH  
**Change use from A1 to B1**

It was

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

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

**15. Planning decisions**

**10/1078/PA** – Surehaven Pembroke Hospital Fort Road, Construction of a conservatory - granted

**7. SUPPLEMENTARY REPORT OF THE TOWN CLERK**

**16. Pennar Robins**

The Town Clerk informed members that she had received a letter from Mr Steve Williams the junior secretary of Pennar Robbins. He asked whether the Town Council would help to fund the trophies that are given to the players for their achievements. They have 20 local children in their squad. If the Town Council are prepared to contribute there would be an invitation to attend the presentation party. The Town Clerk commented that all the certificates and the trophies would cost £250.00.

It was

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

**RESOLVED - That the Town Council donate £200 to Pennar Robbins to help purchase the trophies for the junior players.**

An amendment was

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

**RESOLVED - That the Town Council donate £250 to Pennar Robbins to help purchase the trophies for the junior players.**

**Members voted with 7 for the amendment and 3 against. It was agreed that £250 be donated to Pennar Robbins Junior Team.**

**17. Parking concerns**

The Town Clerk informed members that she had received a copy of a letter that Mr Peter Richmond had sent to the County Council complaining about not being able to park in Meyrick Street, close to his property.

Mr Richmond is suggesting to the County Council that a 'mixed' area could be implemented which would benefit the businesses but would also allow residents only parking. It was questioned whether the Town Council could write to the County Council to help progress the situation, Councillor K Becton commented that the best thing for the Town Council to do would be to write to the County Council to state that the Town Council are keen to progress the situation.

It was

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

**RESOLVED - That the Town Council write to the County Council to inform them that they are anxious to progress the situation with parking permits for the**

**residents of Meyrick Street.**

**18. The Big Lunch – a request from PCSO Nadia Sullivan.**

The Town Clerk informed members that the neighbourhood policing are to hold a Picnic and Fun Day in the Bush Street Youth Centre on the 5<sup>th</sup> June 2011.

She informed members that the aim of this National Event is for local communities to get together with families, friends and Neighbours and have lunch and experience the shared enjoyment of eating together, laughter, play, music and conversation. It is hoped that this will bring lots of different groups of people together, young and old and help us to appreciate the community that we live in and enjoy meeting a wider variety of people than we would normally do. The idea is that on this one day, everyone can get together and realise how many good people there are around us in Pembroke Dock.

The Town Clerk informed members that the group are asking for the help and support of prominent Businesses within our Community and therefore are asking if you are willing to make a donation to be used for the Big Lunch.

It was

**PROPOSED by Councillor K Becton  
SECONDED by Councillor M Murton**

**RESOLVED - That the Town Council donate £50 towards purchasing prizes for the event.**

**19. Pembroke Dock Community Web Project**

The Town Clerk informed members that the subscription for Pembroke Dock Town Council's web presence is now due, this amounts to £400.00.

It was

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

**RESOLVED - That the Town Council continue with the subscription for the website and pay the amount of £400.00**

**20. MHPA – Cruise vessels coming into Pembroke Dock.**

The Town Clerk informed members that Mrs Sue Blanchard-Williams, the Cruise Coordinator for the Port Authority, has written explaining that they are expecting 4 cruise vessels to come into Pembroke Dock port this year, the first one in July. She stated that they would like the Mayor to meet passengers when they come ashore but also they would like to have people to help the Meet and Greet process by dressing up in Welsh costumes or to entertain. Members commented that they are delighted that the Cruise vessels are coming in to Pembroke Dock but feared that passengers from the vessel would be transported to neighboring towns with Pembroke Dock then at a loss. It was agreed that the Town Clerk should question the itinerary and plans for when the cruise vessels arrive and for the Cruise Coordinator to contact all the local schools and organisations for their involvement.

**8. FINANCIAL REPORT**

**1. ACCOUNTS FOR PAYMENT**

The following accounts are submitted for approval of payment:-

1	Alpha Software Maintenance- single user	£106.80
2	Swalec Albion Square lamp	£29.76
3	Clarity Photocopier sharp 16 page per min copier	£750.00
4	Electricity pump House Bill	£40.37
5	Euro Office printer toner	£51.28

**2. SALARIES AND WAGES**

09/03/2011-05/04/2011	Salaries and Wages	£4,054.72
09/03/2011-05/04/2011	Tax and NI	£1,037.87

### **3. ACCOUNT BALANCES**

31/03/2011	HSBC Current Account	£6,045.99
31/03/2011	HSBC Premium Account	£72,632.20

It was

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

**RESOLVED - That the Town Council approve payment of  
Accounts numbered 1-5 and Salaries and Wages payments.**

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

#### **Police Forum**

Councillor M Murton commented that she had attended a recent Police Forum meeting, she commented that there was a lot of feedback and the objective issues were improving in Pennar. Councillor M Murton stated that skateboarders had been warned by the Police at Albion Square as they were skateboarding into the main road, also the PCSO's have spoken with shop owners regarding cigarette butts to try alleviate the situation. She informed members that a presentation was given at the meeting regarding burglary and advice was provided on how to protect your home and garden. Councillor M Murton stated that the priorities for this month were antisocial behaviour in Albion Square, Cross Park and Hobbs Point.

#### **Chamber of Trade**

Councillor M Colgan commented that she had attended a breakfast meeting with the Chamber of Trade, she commented that they were purchasing vacuum cleaners to suck up cigarette butts and are also providing brushes to businesses within the town. She informed members that the Chamber of Trade were doing a clean up around the town on the 28<sup>th</sup> April ready for the Royal Wedding Celebrations.

#### **Pater Hall Trust**

Councillor P Gwyther informed members that the AGM of the Pater Hall Trust had taken place, he commented that officers of the Trust remained the same but a trustee from the Town Council was needed. Councillor J Phillips volunteered to fill this vacancy.

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

There were no items to discuss.

### **11. ANY OTHER BUSINESS**

#### **Notice Board & Windows**

Councillor P Gwyther commented that the notice board on the front of the Pater Hall was looking in a poor condition and questioned if the best way to revive it was to purchase a new one. It was agreed for the Town Clerk to look at prices and bring back to a future meeting. Councillor P Gwyther commented that windows at the front of the Pater Hall were in need of a clean, Councillor S Perkins commented that this issues should be discussed between the Trust and officers of the Town Council as stated in the Service Level Agreement and issues like this should not be brought to Town Council meetings.

#### **St Patrick's Hall**

Councillor E Cook commented that there will be live music on in St Patrick's Hall on 23<sup>rd</sup> April by Pete Morton; she commented all are welcome to attend.

#### **Children at Pennar School**

Councillor S Perkins commented that children from Pennar School attended County Hall and spoke in front of the scrutiny Committee; she stated that they did a good presentation and did the town proud.

#### **Mayors Quiz Night**

Councillor M Colgan informed members that she had arranged a quiz night on Thursday 14<sup>th</sup> April 7.30 for 8.00pm In the Sunderland Room in the Pater Hall. She stated that she had invited all quiz teams £5.00 entry per team and nibbles would be provided.



**LNG alarms**

Councillor A McNaughton questioned if notification had been received regarding the alarms being tested in LNG, and if there were handouts for residents as to how people should respond. The Town Clerk stated that there had previously been hand outs but notifications should be in the Western Telegraph.

**12. PRIVATE & CONFIDENTIAL MINUTES**

It was

**PROPOSED by Councillor S Perkins  
SECONDED by Councillor M Murton**

**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.**