

At a Meeting of Pembroke Dock
Town Council held at the Pater
Hall, Pembroke Dock on Thursday
25th June 2009.

PRESENT:

Councillor P. E. George(Mayor)
M. Colgan, D. Esmond, C. Fortune, C.
Gwyther, P. Gwyther, K. Higgs, D. King,
A. McNaughton, S. Perkins,R Watts,
A. Wilcox.

IN ATTENDANCE:

Moira Saunders, Town Clerk
Sue Griffiths

33. APOLOGIES FOR ABSENCE

It was noted that Councillor E. Cook was away on annual leave.

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

There were no questions from members of the public.

35. MINUTES

It was

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

RESOLVED

**That the Minutes of the meeting of the Town Council
held on 4th June 2009 were adopted, subject to the following
amendment:**

Minute 31 - Any Other Business

The first sentence should read: Councillor A. McNaughton
reported that a large advertisement board was very prominent at the
top of Tregennis Hill.

36. MATTERS ARISING FROM THE MINUTES

(a). Minute 25(c) - Armed Forces Day

The Town Clerk reminded members of the arrangements for the service for the Armed Forces Day which would be held jointly with Pembroke, and would take place at 11.00am. on Saturday 27th June 2009. There would be a reception held at Pater Hall after the service. Councillor Watts said that he had requested the caretaker to fly the flag in honour of this event. Members questioned and expressed their concern as to why the Garrison Chapel had not been available for use, despite the former Town Clerk submitting a request. The Town Clerk agreed to look at the correspondence regarding this matter.

(b) Minute 25(d) -Vehicle Activated Signs

The Town Clerk advised that she was still awaiting a response from Mr. Price

(c) Minute 25(g) - Employment of a Litter Picker in Pembroke Dock

The Town Clerk advised that she was still awaiting a response following a Service Level Agreement being completed and sent to the County Council for their agreement.

(d) Minute 26(25) - Casual Vacancy Pembroke Dock Town Council - Market Ward

The Town Clerk advised that the election would be held on 30th July 2009.

(e) Minute 26(28) - 30th Anniversary of Irish Ferry Link between Pembroke Dock and Rosslare

The Town Clerk advised that in response to a letter the former Town Clerk had sent, Paddy Walsh, the Manager of Irish Ferries, had confirmed that he would appreciate a reception being held to celebrate this anniversary. The Town Council agreed that a small reception should be arranged, and the Garrison Chapel was suggested as a possible venue. Discussion followed regarding the current use of the Garrison Chapel. The Town Clerk agreed to make arrangements for a reception to be held at Pater Hall, with a request being made simultaneously for the use of the Garrison Chapel for the reception.

(f) Minute 26(30) - Pembroke Dock W.I. Country Market and the possibility of a Farmers Market in the Town

The Town Clerk advised that she was still awaiting a response from the County Council regarding this matter.

(g) Minute 26(42) - Mid and West Wales Fire and Rescue Authority

The Town Clerk asked members to note that the draft action plan for 2010/2011 had

been considered by the Consultation Documents Sub Committee which had met on 15th June 2009, the Minutes of which had been given to members.

Councillor K. Becton expressed her concerns regarding the answer to Question 1, i.e. "How do you think we can improve the way we identify and reach vulnerable people to target our community safety?". Councillor Becton was not happy that the Sub Committee had suggested that vulnerable people be identified and their names be passed on to the Fire Service.

Councillor Becton proposed that in answer to Q.1, (a) should be deleted. There was no seconder to this proposal and all other members present agreed that this sentence should remain.

(h) Minute 26(45) - Monitoring Officer Protocol

The Town Clerk advised that the former Town Clerk had written a letter regarding this matter and the response had said that they would not do anything without the agreement of the Town Council.

(i) Minute 27(49) - Town Council Notice Board

The Town Clerk asked members to note that the Notice Board which had recently been completed was in the Chamber for Members to see before it was installed.

(j) Minute 31 - Article 4 - Conservation Area

The Town Clerk advised that the date for the second surgery regarding the conservation area would be 13th July 2009 from 0900-1900hrs at the Pater Hall.

37. REPORT OF TOWN CLERK.

54 - Personnel Sub Committee

The Town Clerk advised that this Sub Committee had met again and the notes of the meeting were attached as Appendix A. The draft proposals for the terms of reference were attached and had been altered to include the involvement of the Town Clerk with regard to the Personnel and Recruitment section of the paper.

She advised that the advertisement for the Assistant Town Clerk had been placed in the Western Telegraph and shortlisting would take place on the 13th July and interviews on the 20th July.

A temporary Cleaner had also been employed following the receipt of a CV and references taken up. She would be employed for 10 hours a week.

Members agreed to the draft proposals for the terms of reference of the Personnel Sub

Committee.

55. Complaints about the Argyle Street Surgery

The Town Clerk advised that as had been decided in the last Town Council meeting after the discussion held with Mr Warlow from the local CHC, specific issues regarding the surgery were to be forwarded to the Town Clerk so that a formal complaint could be put to the LHB.

Following discussion it was agreed that the Town Council should monitor this situation.

56. Christmas Motif Competition

The Town Clerk advised that once again a competition was in place for the junior schools in the town to design a Christmas Motif which would be made into an illuminated format and used, as last year, as part of the Town Street decoration scheme. The Town Clerk would be expecting entries in by the end of June which would need to be judged. The Town Clerk asked for volunteers to form a small sub committee to judge this year's entries.

Councillors M. Colgan, A. McNaughton, R. Watts and P. George agreed to sit on the sub committee to judge the Christmas Motif Competition.

57. Town Clerk's Membership to the Society of Local Council Clerks

The Town Clerk advised that in previous years it had been accepted that the Town Council paid the membership for the Town Clerk to become a member of the Society of Local Council Clerks. As a new Town Clerk it would cost £12.00 joining fee and £149.00 for the year's subscription, a total of £161.00. The Town Clerk asked for the formal agreement of the Town Council that this membership could be taken up.

It was

PROPOSED by Councillor C. Fortune

SECONDED by Councillor A. McNaughton

RESOLVED -

That the Town Council would approve the fees incurred by the Town Clerk becoming a member of the Society of Local Council Clerks.

58. Attendance at Zurich's Local Council Advisory Service Seminar

The Town Clerk advised that as a new Clerk it was important that she attended one of the seminar sessions of Health & Safety organised by Zurich, the Town Council's insurers. The Town Clerk had booked herself onto the seminar to be held in Cardiff on 1st July

2009. There was no cost involved for the seminar but there would be travel costs to Cardiff and back on the day. The Town Clerk asked the Town Council to approve this spend.

It was

PROPOSED by Councillor C.Fortune

SECONDED by Councillor R. Watts

RESOLVED -

That the Town Council would approve the travel costs incurred for attending this seminar.

59. Fairtrade Socials

The Town Clerk had placed on the table to the RHS of the chamber an email she had received from Kate Meakin of Fair Trade Wales, and said that Members might wish this to be referred to the Fair Trade Group. It was agreed that this matter should be referred to Councillor E. Cook who was Chair of the Fair Trade Group.

60. PAVS Summer Outreach

The Town Clerk had placed on the table to the RHS of the chamber an email she had received from PAVS regarding their summer programme of seminars

This information was provided to update members

61. PACTO – Pembrokeshire Minibus Match

The Town Clerk had placed on the table to the RHS of the Chamber information received from PACTO (Pembrokeshire Association of Community Transport Organisations) describing the Minibus Match scheme. The Town Clerk advised that if any Councillor was aware of a Community Group that might like to take part, an application form could be collected from the office.

This information was provided to update members

62.Waiting Restrictions on Croft Terrace

The Town Clerk had enclosed copies as Appendix B of the correspondence with regard to proposals for waiting restrictions on Croft Terrace. She had included the recent letters received from the County Council and the reply made by the previous Town Clerk. She requested guidance from the Town Council regarding the next steps to be taken on this matter.

Councillor D. King expressed his concerns regarding the penultimate paragraph of the the letter from Mr. John Price (Appendix B) in which he stated "In the case of Croft Terrace

the local Member was asked to support progress of the measure to advertisement. That support was not provided."

Councillor Perkins suggested and all members agreed that the Town Council should write to the local Member asking for the reasons that this support had not been provided.

63. Planning Applications

As members of the Planning Committee of the County Council, Councillors S Perkins and A Wilcox advised that they would not be taking part in the discussions or decision making with regard to any planning applications.

09/0166/PA	Ms Waters c/o R Rogers Acanthus-Holden Watermans Lane, The Green Pembroke SA71 4NU	Land between St Govans and Asda, Gordon Street Pembroke Dock Variation of Condition 3 of planning consent 05/0900/PA to extend period of submission of reserved matters
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It was

PROPOSED by Councillor R. Watts
SECONDED by Councillor A. McNaughton

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

09/0184/PA	Mr James Lade Pembroke haven Ltd Pembroke Haven Essex Road Llanion Park, Pembroke Dock SA72 6ED	Pembroke Haven Residential Home Essex Road, Pembroke Dock SA72 6ED Extension to Residential Home
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It was

PROPOSED by Councillor R. Watts
SECONDED by Councillor C. Fortune

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

09/0185/PA Mrs Cynthia Howes 28, Waterloo Road,
28, Waterloo Road, Pembroke Dock,
Pembroke Dock, SA72 6UA
SA72 6UA **Erection of single storey rear extension**

It was

PROPOSED by Councillor R. Watts
SECONDED by Councillor C. Fortune

RESOLVED
That the Town Council recommend that this
application is supported.

09/0197/PA Mr Kevin Higgs 67, Meyrick Street
21, Essex Road Pembroke Dock
Llanion SA72 6AS
Pembroke Dock **Replacement of Windows**
SA72 6ED

Councillor K. Higgs declared his interest in this matter and took no part in the discussion or decision making.

It was

PROPOSED by Councillor R. Watts
SECONDED by Councillor C. Fortune

RESOLVED
That the Town Council recommend that this
application is supported.

09/0067/PA Mr Mark McCormack Plot to rear
Hayguard 26,Prospect Place
Chapel Row Pembroke Dock
Llangwm, SA72 6
Haverfordwest **Erection of dwelling (Reserved**
SA62 4HR **matters attached to planning**
Consent Ref 04/1438/PA)

It was

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

**RESOLVED
That the Town Council recommend that this
application is refused.**

64. Planning Decisions

09/0028/PA-Erection of dwelling – land rear of Harding House, Chapel Road, Llanreath, Pembroke Dock, Pembrokeshire-**granted**

00/0042/PA- restoration of front elevation of existing flats-22, Commercial Row, Pembroke Dock SA72 6JN-**granted**

09/0067/AD- Replacement and new signage; installation of customer order display-MCDONALDS RESTAURANTS LTD, Bierspool London Road, Pembroke Dock, SA72 6BP- **granted**

65. Planning Application Withdrawn

09/0120/PA- Erection of a dwelling , Land adjoining 39, Waterloo Road, Pembroke Dock

66. Planning Inspectorate Decisions

07/1583/PA- Erection of 4 new residential flats, at the Boathouse, Beach Road, Llanreath SA72 6TP- the appeal was dismissed

The details were contained in a letter received by the Town Clerk, a copy of which was on the table on the RHS of the chamber.

38. SUPPLEMENTARY REPORT OF THE TOWN CLERK

67. Memorial Park - Report

Councillor S. Perkins had received correspondence from Mr Ian Westley of the County Council and reported to the Town Council.

Councillor S. Perkins outlined the history concerning the setting up of the Memorial Park Committee and detailed some of the work that had been carried out in the Memorial Park.

She reported that following a meeting last October when they had been asked to submit a 'wish list', they contacted the County Council in January to ask for confirmation that maintenance of the Park would be carried out by the County Council. However, the County Council had now said that there was no money for maintenance. Councillor Perkins had spoken on the phone to Ian Westley who had said that the County Council would maintain the rest of the park if the Park Committee took over the two play areas. Alex Allison of the County Council had suggested that the Memorial Park Committee became a sub committee of the Town Council. Councillor S. Perkins showed members plans for the two play areas but added that they would look at one play area first and if funding was not available they would look at another scheme. If possible this could be tied in with the Bicentenary celebrations. Councillor Perkins asked for views of Members on where they should go with this.

There were some concerns expressed regarding the cost to the Town Council in the future, and discussion as to whether a contract had been drawn up regarding the maintenance of the Park but Councillor Perkins stated this had been a verbal contract.

It was

**PROPOSED by Councillor M. Colgan
SECONDED by Councillor A. Wilcox**

RESOLVED -

**That the Friends of the Memorial Park should
become a Sub Committee of the Town Council
and that members could be co-opted on to this
Sub Committee.**

Councillor S. Perkins said that she would report this decision back to the Memorial Park Committee.

68. Celebration of the Bi-centenary 2014

A letter had been sent to organisations and residents in Pembroke Dock informing them of a public meeting on 8th July 2009 at 7.30pm to be held in the Pater Hall. The intention of this meeting was to allow members of local groups and residents to "have their say" on how the town should be celebrating this occasion.

69. Playing Fields Measures

The Town Clerk had received an e mail from Angharad Jones of Play Wales. In it she had stated that if Welsh Local Authorities wished to dispose of playing fields, currently they only have to advertise in the local paper for two weeks and then consider any representations. Play Wales were suggesting that this was inadequate especially as a vital community facility and potential play space was at risk.

Dai Lloyd AM had proposed a much needed measure designed to strengthen this process to help protect playing fields. The measure required local authorities to produce an impact statement and to consult far more extensively. Improved consultation in particular such as the requirement to write directly to all households in the community affected would ensure users of the field would have ample opportunity to express their views and influence the local authority's decision making.

The measure had already been Stage 1 of the legislative process and there would be a debate and vote by Assembly Members on Wednesday 1st July 2009 to decide whether it progresses for further consideration.

Play Wales were asking whether the Town Council would consider contacting the local Assembly Member asking her to vote in favour of the measure progressing further.

Following discussion it was

**PROPOSED by Councillor D. King
SECONDED by Councillor C. Fortune**

**RESOLVED -
That the Town Council should write to all Assembly
Members asking them to vote in favour of this
measure progressing further.**

70. Noson Allan - Night Out Newsletter

A copy of this newsletter had been placed on the table at the RHS of the Chamber for Councillors to read.

This information was provided to update members

71. Local Network Play Meeting

The Town Clerk had received an email from Tim Moss , Children & Young People's Play Regional Development co-ordinator. He stated that within the Big Lottery funded Child's Play Project they were arranging local play network meetings in order to discuss and gain knowledge of local play issues that in turn would be carried forward to a strategic level.

A free workshop would be provided by Trysordy Resource Centre with a free buffet lunch and discussions around play in our area. The first local network meeting would be a joint one between Carmarthenshire and Pembrokeshire to be held on Thursday 23rd July 2009 at Trysordy, Johnstown, Carmarthenshire between 10am and 3 pm.

The Town Clerk asked if there were any Councillor(s) who might like to attend this event.

Councillor C. Gwyther agreed to attend.

72. Planning Applications

09/0214/PA	Mrs Eunice McCollum 13, Picton Road, Hakin Milford Haven SA73 3DY	Universal Garage, Park Street, Pembroke Dock SA72 6JG Demolition of existing garage And construction of 2 No (semi detached) dwellings
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It was

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

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

09/0226/PA	Mr William Phillips Haven View 40, Pembroke Ferry Pembroke Dock SA72 6UD	Haven View 40, Pembroke Ferry, Pembroke Dock SA72 6UD Single Storey extension(Amendment to planning permission Ref: 07/0682/PA)
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It was

**PROPOSED by Councillor K.Higgs
SECONDED by Councillor R. Watts**

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

09/0229/PA	Pembrokeshire Housing Association Meyler House Haverfordwest SA61 1QP	Land at Bentlass Terrace Pennar Pembroke Dock Erection of 4 dwellings
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It was

PROPOSED by Councillor R. Watts

SECONDED by Councillor K. Higgs

RESOLVED

That the Town Council recommend that this application is supported.

73. Planning Decisions

09/0062/PA- Subdivision of Retail Unit, new shop fronts, part demolition of rear extension and creation of 4 No flats 12-14, Dimond Street, Pembroke Dock, SA72 6AH-
granted

09/0063/PA- Refurbishment of Restaurant and patio area, additional cladding to elevations- McDonalds Restaurants Ltd, Bierspool London Road, Pembroke Dock SA72 6BP - **granted**

09/0094/PA- Extension to dwelling – 60 High Street, Pembroke Dock SA72 6PB-
granted

39. REPORT OF THE FINANCIAL OFFICER

7. Amendment to Previous Account

Members were asked to note that Account No. 30 which had been approved for payment at the last meeting should have been payable to Mr. H. Colley, Town Clerk of Pembroke and not Pembroke Town Council. Members were asked to approve the amendment.

8. Account for Payment

The following accounts were submitted for approval of payment:-

43	Opal - Telephone Calls	£5.53
44	Argyle Medical Group - Medical Report - E. Glenister	£80.00
45	The Consortium - Pedestal Fan	£87.16
46	Pembroke Borough Silver Band Trust	£214.26
47	M. Katra - Computer Support	£245.00
48	West Wales Car Club - Donation	£350.00

The Town Clerk asked for the following accounts to be added for approval of payment:

49	Jewsons	£145.52
50	Willowdale Flowers	£2669.15
51	Callomango Flowers for Mrs Vincent	£20.00
52	SWALEC	£33.96

It was:-

PROPOSED by Councillor C. Fortune

SECONDED by Councillor R. Watts

RESOLVED

That the Town Council approve payment of Accounts numbered 43-52 and the amendment to Account No.30.

Mrs. Vincent, the former Financial Officer, had noted that as this had been her last Report prior to retirement, she would like to take the opportunity of thanking the Council for the support she had received during what had been 23 happy years.

40. PEMBROKE DOCK/ENVIRONMENT ISSUES

There were no issues brought to the Town Clerk's attention.

41. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES.

There were no reports from Town Council Representatives.

42. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

No member had any item for discussion under this heading.

43. ANY OTHER BUSINESS

(a) St. John's Hall

Councillor D. King suggested that the Town Council should write to congratulate St. John's Hall on their recent achievement of gaining an award.

(b) Councillor C. Gwyther commented on the effect of the road works that had taken place during the last 10 days or so and Councillor P. Gwyther commented on the poor condition of the road surfaces in the town.

(c) Councillor S. Perkins reported on the success of the Festival and thanked those members who had attended, especially the Mayor who had attended most events. The Street Parade had been a great success and it was hoped that this would be held again next year.

The Mayor thanked Councillor Perkins and the Festival Committee for all their hard work in making the Festival such a success.

(d) Councillor K. Higgs commented on the poor impression of the town given when entering the town because of the growth of weeds in the area near the Silcox site.

(e) The Mayor said that she had received a letter from Anne Vincent thanking the Town Council for the reception and the gifts she had received on her retirement.

44. PRIVATE AND CONFIDENTIAL

It was:-

PROPOSED by Councillor R. Watts

SECONDED by Councillor S. Perkins

RESOLVED

That the public and press be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960.

It was:-

PROPOSED by Councillor M. Colgan

SECONDED by Councillor A. McNaughton

RESOLVED

That the minutes of the Private and Confidential Meeting held at the end of the ordinary meeting on 4th June 2009 be adopted.

The meeting ended at 2000hrs

Mayor