

At a Meeting of Pembroke Dock
Town Council held at the Pater
Hall, Pembroke Dock on Thursday
16th July 2009.

PRESENT:

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

IN ATTENDANCE:

Moirsa Saunders, Town Clerk
Sue Griffiths

45. APOLOGIES FOR ABSENCE

Apologies were received from Councillors S. Perkins and K. Higgs, C Gwyther

46. PRESENTATION BY ALDI STORES LTD.

The Property Director and a Planning Consultant representing Aldi Stores introduced themselves to the Council and outlined their proposal for an Aldi Store which would be sited on the former Silcox site, and the benefits which it would bring to Pembroke Dock. He said that Aldi offered a good range of discounted products which also allowed local producers an opportunity of selling their produce and employment opportunities for residents of Pembroke Dock.

The Planning Consultant distributed handouts to members which showed the plans for the proposed building. He said that the site already benefited from planning permission for retail use and that the site needed some investment, and that Aldi wanted to invest into Pembroke Dock. The proposal was for a single storey contemporary styled building with car parking for 69 spaces. It would be an efficient building which used techniques to reduce carbon emissions. There would be 12-14 members of staff employed from the immediate locality. They were asked by Pembrokeshire County Council before the planning application had been submitted that the proposal would not have an adverse impact on Pembroke Dock and how sustainable the building would be, which had been taken into account when preparing their application. They were hoping that a decision would be made by the County Council by October this year.

In reply to a question concerning the safety regarding the demolition of the asbestos roof he replied that all precautions would be taken in removing the roof. There was also a question regarding the pedestrians crossing the road to the entrance of the proposed store and said that there were plans for a new traffic lights system in this area which would allow designated times for pedestrians to cross the road.

The Mayor, Councillor P. George, thanked the Aldi Stores representatives for their presentation.

47. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public.

48. MINUTES

It was

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

**RESOLVED -
That the Minutes of 25th June 2009 were
adopted.**

49. MATTERS ARISING FROM THE MINUTES

(a) Minute 31 - Advertisement Board - Tregennis Hill

Councillor A. McNaughton reported that this sign had now been removed.

(b) Minute 36(a) - Armed Forces Day

Councillor A. McNaughton commented that the National Anthem had not been played.

Councillor A. Wilcox commented that in future years the road should be closed during the parade.

50. REPORT OF THE TOWN CLERK

74. Lorries parking in Pembroke Dock

The Town Clerk advised that Councillor S Perkins had contacted her as she had received complaints from residents about the noise that lorries with refrigeration units attached make during the night.

The Town Clerk was aware that the issue of lorries parking inappropriately had been addressed previously but as the problem did not seem to have lessened she felt that perhaps it was worth making another attempt at reducing the problem. She asked Members if they were aware of any instances of lorries parking perhaps on footpaths, causing obstruction or any other problem, they could be reported to her to use as evidence.

Councillor D. King said that this issue had been raised at the Police Forum meetings but as the lorries are parking on roads which are not public roads there is nothing the police can do.

Councillor K. Becton said that she had been monitoring this problem for 8-10 weeks in the Central Ward and she believed the situation had improved. However, she believed that the way forward would be to contact the Chairman of the Board of MHPA pointing out that it was their responsibility to provide the necessary facilities.

It was

**PROPOSED by Councillor K. Becton
SECONDED by Councillor D. King**

RESOLVED -

That the Town Council should write to the Chairman of the Board of MHPA detailing the longstanding problems regarding the parking of lorries in Pembroke Dock.

75. Service Level Agreement - Extra Street Cleaning

The Town Clerk advised that on the 4th June Ian Jones had sent an email to Mr Glenville Codd of the County Council asking for comments on the SLA.

The Town Clerk had emailed Mr Codd on the 3rd July again asking for a response, but received none.

She now believed that the Town Council needed to decide what action should be taken, whether the agreement with the County Council should be pursued or whether the Town Council directly employed a litter picker to supplement the service that was provided by the County Council.

Following discussion regarding the SLA and the lack of response from Mr. Codd, Councillor D. King suggested that the Town Council should now write to the next person in seniority to Mr. Codd, i.e. Brian Maddocks, regarding the Service Level Agreement, to which all members agreed.

76. Velvet Collar for the Mayoral Chain

The Mayor, Mrs Pam George had requested that a velvet collar should be purchased. The collar allowed the mayoral chain to be worn comfortably over day clothes which takes away the need to pin the chain to the clothes and would make it easier to wear.

The Town Clerk advised that the cost of the velvet collar was approximately £135 without carriage and VAT.

It was

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

**RESOLVED -
That the Town Council approved of the purchase of a velvet collar for the Mayoral chain.**

77. Public Meeting to discuss the Bi-centenary Celebrations

The Town Clerk advised that this meeting had been held on the evening of 8th July in the Pater Hall and that 17 people had attended which had been disappointing considering the number of invitations that had been posted. There were many ideas offered and by the end of the discussion it had been decided to create a steering group to start the planning towards the bi-centenary in 2014. Most of the people who attended had volunteered to be a part of this committee. This would be referred to the Tourism Committee which would be meeting on Monday 13th July .

78. Recess Committee

The Town Clerk advised that as the summer recess was near there was a need to appoint a recess committee. She was aware that the usual practice was to ask that

the members of the Planning Sub Committee take this role and asked if this was acceptable to the Town Council.

All members agreed that the members of the Planning Sub Committee would comprise the Recess Committee and that Councillor D. King had agreed to take over from Councillor R. Watts when he was no longer a member of the Town Council.

79. Play in the Park - Summer Project

The Town Clerk advised that she had received information regarding this scheme, details of which were placed on the table to the RHS of the Chamber.

80. National Training Programme for Community and Town Councils in Wales - One Voice Wales

The Town Clerk advised that she had received information about this training programme which was aimed at Councillors which was placed on the table to the RHS of the chamber.

This information was provided to update members

81. Sign on Tregennis Hill

The Town Clerk had received a letter from the County Council informing her that the owner of the property had been told that he must apply for planning consent to display this sign. The letter also stated that the consent was not likely to be given and that the sign would have to be removed.

As stated in Matters Arising from the Minutes, Minute 49(a), the sign had now been removed.

82. Vehicle Activated Signs

The Town Clerk had received a letter from Mr John Price saying that it would be impractical to move a VAS between Waterloo Road and Military Road as the signs have a preset 30 or 40 figure built into the sign face so the signs could not be interchanged.

Mr Price also said that if the Town Council wanted to have a sign erected on Military Road the whole cost of the sign, pole, fixing and electricity supply would have to be met by the Town Council. This he estimated could be in the region of £3000 - £4000, and a quotation could be drawn up if a precise location was known.

The Town Council would share the cost of the work at Waterloo Road on a 50/50 basis, but the sign would be regarded as the property of the Town Council for future maintenance and ultimate replacement. The cost of electricity would also be borne by the Town Council.

Following discussion regarding the future cost to the Town Council if these signs were purchased,

It was

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

RESOLVED -

**That the Town Council do not purchase a Vehicle
Activated Sign.**

83. Market Ward Vacancy

The Town Clerk advised that it had now been confirmed that an election would take place on 30th July 2009 to fill this vacancy. There were two candidates standing.

This information was provided to update members

84. Article (4) Direction in the Pembroke Dock Conservation Area

The Town Clerk advised that a letter had been received informing that this direction had now been confirmed. A second surgery was due to be held in the Sunderland Room on Monday 13th July 2009.

This information was provided to update members

85. Consent Street Status - Dimond Street

The Town Clerk advised that she had received a letter confirming that this order had now been made.

This information was provided to update members

86. Milford Haven Recreation Plan Review

The Town Clerk advised that she had received a CD copy of this review which was due to be completed by October 2009. She suggested that this was referred to the Consultative Sub Committee to which Members agreed.

87. New Premises Licence - Mega Kebab, 64 Bush Street

The Town Clerk had attached as Appendix A this licence application which required comments of members so that she could respond appropriately.

Following discussion regarding the concerns of residents regarding the amount of rubbish being left in Bush Street and the need for additional waste-bins in Bush Street,

It was

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

**RESOLVED -
That the Town Council supported the application
provided that the premises closed at 12.30am and
a waste bin was provided outside the premises.**

88. Annual Report of the Ombudsman for Wales

The Town Clerk advised that a copy of this report had been placed on the table to the RHS of the Chamber for members to view.

89. National Assembly for Wales - Proposed Children and Families Measure

The Town Clerk advised that a copy of this report had been placed on the table to the RHS of the Chamber for members to view.

90. Resignation of Councillor Ron Watts

The Town Clerk advised that she had sadly received a letter from Councillor Watts informing her that he would be standing down from Pembroke Dock Town Council following the meeting on 16th July 2009 due to family circumstances.

The Mayor, Councillor P. George, said how sorry she was that Councillor Watts was leaving. He had been a good colleague and ambassador for the town, and on behalf of the Town Council she thanked him for all the good work he had done and wished him well for the future.

91. Planning Applications

Councillor K. Becton and A. Wilcox expressed their interest in Planning Matters and took no part in the voting or decision making.

09/0231/PA Mark McCormack
Hayguard
Chapel Row
Llangwm
SA62 4HR

Rear of 26, Prospect Place
Pembroke Dock
SA72 6
**Renewal of Outline Planning
Permission
04/1438/PA**

**PROPOSED by Councillor A. McNaughton
SECONDED by Councillor D. Esmond**

**RESOLVED -
That the Town Council recommend that this
application be refused for the following reasons:**

- a) *Policy 79 (Development in a Conservation area) states that "no outline applications for development within the Conservation Areas will be accepted" as the JUDP was adopted in July 2006 and Article 4 Direction has now been confirmed within Pembroke Dock.*
- b). *There would be a loss of rear off street parking to 26, Prospect Place.*
- c). *The terrain of the site suggests that any proposed dwelling must be a split level house*
- d). *There were major concerns about adding to a mains drainage system that seems to be struggling to cope with existing demand.*

09/0240/PA Mrs J Stuart
24, Prospect Place
Pembroke Dock
SA72 6BD

Land at Sloggets Hill
Pembroke Dock
Erection of 4 No Town Houses

**PROPOSED by Councillor A. McNaughton
SECONDED by Councillor S. Beasley**

**RESOLVED -
That the Town Council recommend that this
application be refused for the following reasons:**

- a). *The proposal of building 4 properties on this site is considered to be overdevelopment.*
- b). *Rear off street parking for 24 Prospect Place would be lost.*
- c). *The proposed development is completely out of character as compared with properties surrounding this site. It would not maintain the appearance of properties lying within the Conservation Area.*
- d). *The pressure on the mains drainage could overload the existing system.*
- e). *There is a possibility that this development would increase the on street parking which would not be sensible due to the gradient, plus would add traffic to an area already having traffic and access problems.*

92. Planning Decisions

09/0075/PA-Extension and change of Use of Old Gas Showroom to Dental Practice-The Old Gas Showroom, London Road, Pembroke Dock, SA72 6DT- **granted**

09/0091/PA-Single Storey Extension to dwelling- Hafan, 10, Lavinia Drive, Pembroke Dock, SA72 6QY- **granted**

09/0105/PA- Single Storey Extension and decking-22, Nelson Street, Pennar, Pembroke Dock, SA72 6RU – **granted**

08/0107/LB- Conversion of The Magazine Building to apartments- The Magazines and adjacent land, Llanion, Pembroke Dock – **refused**

Reasons- Section 16 of the Planning (Listed Building and Conservation Areas) Act 1990.

States that 'In considering whether to grant listed building consent for any works the Local Planning Authority shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses'

Reason: Insofar as the proposed development would adversely affect the special architectural or historic interest of the listed building.

Planning Application Withdrawn

09/0100/PA- Extension to dwelling, 28 Waterloo Road, Pembroke Dock, SA72 6UA

51. SUPPLEMENTARY REPORT OF THE TOWN CLERK

93. Pembrokeshire Affordable Housing Delivery Statement (Draft)

The Town Clerk advised that she had received a copy of the above report and suggested that it should be referred to the Consultative Sub Committee for their consideration, to which Members agreed.

94. Hate Crime - Campaign by Dyfed-Powys Police

The Town Clerk had received some information and reporting forms from the police. Dyfed-Powys Police were launching a new third party reporting system for hate crime. The "Report Hate for a Safer Wales" initiative enabled victims, witnesses or even a third party to report a hate crime via the independent charity Safer Wales.

If the person gave their permission the charity would be able to pass on details direct to the relative police force.

Dyfed Powys Police realised that victims of hate incidences often found it difficult to report it to the police. Hate Crime, where people are targeted because of their personal identity, had a major impact on our society. Not only did it affect the victim but also their families and friends and anyone who had witnessed a crime taking place.

The Town Clerk had placed this information and reporting cards and forms on the table to the RHS of the Chamber.

95. Working with your Council - Training for Local Council Staff

The Town Clerk advised that as part of her contract of appointment she was obliged to attain the CiLCA qualification within 12 months. As a result of her recent involvement with other local council staff at the Zurich seminar she became aware that some were achieving this qualification, Working with your Council, first then proceeding on to CiLCA. The Society of Local Clerks were offering two day courses held one month apart which with some additional work would give this qualification which would then help towards the CiLCA award.

The Topics to be covered include Role & Responsibilities, Procedures, Planning, Law, Finance and Community Action.

The cost of the course would be £160.00 in total but there would be some overnight stays involved.

The Town Clerk was asking the Council to approve her attendance at these courses and allow the costs involved.

**PROPOSED by Councillor C. Fortune
SECONDED by Councillor S. Beasley**

**RESOLVED -
That the Town Council approved the Town Clerk's
attendance at these courses and the costs
incurred.**

96. Brochure Pembrokeshire Tourism

The Town Clerk had been contacted by a member of the Chamber of Trade who had suggested that the Town Council might wish to advertise in this guide. Mr Parfitt pointed out that there had not been a section including Pembroke Dock organisations but that he had persuaded the producers of this guide to include a separate section for the town. She believed the Sunderland Trust was to advertise in this publication. The cost for one third of a page would be £110.00 + VAT.

The Town Clerk asked members to consider whether they wished to advertise the Town Council in this guide.

Following discussion as to whether it was appropriate for the Town Council to advertise itself and the costs involved,

It was

**PROPOSED by Councillor C. Fortune
SECONDED by Councillor S. Beasley**

**RESOLVED -
That the Town Council would decline the
invitation to advertise in this brochure.**

97. Application for Grant Aid (Section 137 Payments) - Mr. Adam Higgs

The Town Clerk had received a letter from Adam Higgs asking for the Town Council's financial help. He is a sixth form student at Tasker Milward school and was studying History, Maths, Physics and Religious Education. He lives in Pembroke Dock and would like to be considered for a grant towards an expedition to Iceland in the summer of 2010 which was being run by Outlook Expeditions.

The expedition would involve several days of trekking and camping through Iceland, learning about the culture and social traditions. The organisation, budgeting and planning would be undertaken solely by group members. Members of the group would rotate defined roles such as leading, navigation and itinerary planning thus improving team skills. Adam had said that he believed that he would benefit from this expedition and that it would give him an opportunity to develop communication skills through effective planning, raise his environmental awareness and experience a culture far different from his own. Adam hoped that the Town Council would consider this request favourably taking into account the personal and educational benefits to himself.

The total cost of the expedition was £1500.

It was

**PROPOSED by Councillor M. Colgan
SECONDED by Councillor S. Beasley**

**RESOLVED -
That the Town Council would not be granting
a donation to Mr. Adam Higgs as his application
did not fulfil the criteria for Section 137 payments.**

52. FINANCIAL REPORT

9. Accounts for Payment

The following accounts were submitted for approval of payment:

53	SWALEC - Electricity	£29.76
54	Newsquest - Job Advertisement for Assistant TC	£316.25
55	Cleddau Bridge Hotel - Underpayment for Civic Dinner	£22.85
56	Michaels - Civic Robes - Lace Jabot	£74.75
57	Moir Saunders - Mileage claim Zurich seminar in Cardiff	£79.20
58	Hasty Bite Buffet for reception for Mr. Ian Jones	£90.85
59	Hasty Bite Buffet for reception for Mrs. Vincent	£54.51
60	Jewsons	£108.37
61	BT Redcare - CCTV	£2,106.80

The Town Clerk asked for the following additional accounts to be approved:

62	S. Griffiths - Taking and preparation of Minutes 25/6/09	£63.00
63	Opal - Telephone Charges	.98

10. Internet Payments

01/06/2009	Smartstamp - Postage	£40.00
	Salaries, Wages, Tax and NI	£5863.18

It was:

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

RESOLVED -
That the Town Council approve payment of
Accounts numbered 53-63 and internet payments.

53. PEMBROKE DOCK/ENVIRONMENTAL ISSUES

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

54. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

(a) Police Liaison Meeting - 1 July 2009

Councillor D. King attended this meeting, details of which were attached to the Agenda.

The priorities for the month were: Ferry Road Junctions, Young Persons at Hobbs Point and Speeding in Victoria Road, which members then discussed.

(b) St. Mary's School

Councillor M. Colgan reported on her attendance at the celebrations marking the 50th anniversary of the opening of St. Mary's School, Pembroke Dock, which had been a very enjoyable occasion.

55. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

No member had any item for discussion under this heading.

56. ANY OTHER BUSINESS

(a) Garrison Chapel

Councillor D. King asked what developments had been made regarding the Garrison Chapel and whether the Sunderland Trust had taken possession of it. Councillor R. Watts replied that the Welsh Assembly were currently overseeing this matter.

57. PRIVATE AND CONFIDENTIAL

It was: **PROPOSED by Councillor A. McNaughton**
SECONDED by Councillor S. Beasley

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

58. APPROVAL OF PRIVATE AND CONFIDENTIAL MINUTES - 25TH JUNE 2009

It was: **PROPOSED by Councillor A. McNaughton**
SECONDED by Councillor A. Wilcox

RESOLVED -
That the Minutes of the Private and Confidential Meeting held on 25th June 2009 be adopted.

The meeting ended at 2000hrs.

Mayor

59. PRIVATE AND CONFIDENTIAL REPORT OF THE TOWN CLERK

6. Ongoing sickness of Mrs. Ellen Glenister, Cleaner/Relief Caretaker

The Town Clerk advised members of an extract from a previous report to the Council:-

'As part of the agreed procedures for staff on sick leave an Occupational Health Report was requested from a qualified Occupational Health GP. The Occupational Health Physician had a copy of Mrs Glenister's Job Description, list of tasks to be completed daily, weekly, monthly quarterly etc.'

The Town Clerk had since received a copy of the Occupational Health report, details of which were given to members.

The Town Clerk's considered view was that the Town Council would now need to decide if Mrs Glenister's employment should be terminated on the grounds of "Limited efficiency". To this end he had sent a copy of the Occupational Health Doctors Report, Job Description etc to the Personnel Advice Section of the Society of Local Council Clerks. Mrs Glenister from 23rd May 2009 had only been entitled to half pay together with Statutory Sick Pay. This would cease in mid June when she would be transferred to the Department for Work and Pensions for payment of state benefits. Her sick pay would cease at the middle of October. (She has normal entitlement of 5 months full pay and 5 months half pay).

The Town Clerk did not think that the Town Council was in any position to make adjustments to the way she would work. Certainly water could be brought to the respective rooms and the vacuum cleaner could be moved around the building by another member of staff, but the job entailed a great amount of walking and standing which would mean that she was unable to carry out the vast majority of the tasks set out in the schedule of work which was agreed in June 2007.

The Town Clerk had since received another sick note from Mrs Glenister signing her off work for 8 weeks, from 12th June 2009 which lasts up to 7th August 2009.

The Town Clerk had since received advice from the National HR Advisor for the Society for Local Council Clerks which she forwarded to members.

The Town Clerk advised the Town Council that they needed to consider whether :-

a). Mrs Glenister's employment should cease due to her incapacity to carry out her job and her continued absence..

b). If the Council agreed that Mrs Glenister's employment should cease, then did the Council wish to make an ex-gratia payment to her? (As suggested by SLCC)

NB Mrs Glenister would be entitled to one month's notice at approximately £ 314, holiday pay that she has owing, which is approximately £600. The total of entitlement is £914, plus say two months ex-gratia payment, £628, which gives a total of £1542.

Following discussion,

It was

**PROPOSED by Councillor K. Becton
SECONDED by Councillor A. Wilcox**

RESOLVED -

That the Town Council should invite Mrs. Glenister to a meeting with the Town Council in which she would be informed of both options (a) and (b) above as suggested by the National HR Advisor for the Society of Local Council Clerks, i.e. that her employment would cease due to her incapacity to carry out her job and her continued absence, and that she would receive payment in lieu of notice, any holiday pay owing, and an ex-gratia payment.

The meeting ended at 2010hrs.

Mayor