

At a Meeting of Pembroke Dock
Town Council held at the Pater Hall,
Pembroke Dock on Thursday 08th
October 2009.

PRESENT:

Councillor M. Colgan (Deputy Mayor),
P. Gwyther, C Gwyther
D. King, A. McNaughton,
T. Wilcox, D Esmond, K C Higgs, P Kraus

IN ATTENDANCE:

Sarah Scourfield- Assistant Town Clerk
Sarah Fletcher – Secretarial Services

83. APOLOGIES FOR ABSENCE

Apologies were received from Councillors C Fortune, P E George (Mayor), S Perkins, K Becton, E Cook

84. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public.

85. MINUTES

Councillor P Gwyther stated that his comment regarding the call centre overspill car park was not emphasised enough, as he found that the car park was more of a disgrace than a bit of a mess.

It was

**PROPOSED by Councillor T. Wilcox
SECONDED by Councillor K. Higgs**

**RESOLVED -
That the Minutes of 17th September 2009 were
adopted as a true record.**

86. MATTERS ARISING FROM THE MINUTES

(a) Minute 75 from Town Clerk report. Service Level Agreement - Extra Street Cleaning

The Assistant Town Clerk informed the Council that she was waiting on documentation.

(b) Minute 74 Car Parking charges

The Assistant Town Clerk stated that the case being argued is to achieve the 1st hour of parking free and then charges to be the same as Milford Haven. Councillor C Gwyther asked for support from the Council to fight against the charges and asked to support the Chamber of Trades views.

It was:

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

RESOLVED -

That the town Council support the fight for no car parking charges and a letter of support to be sent to Pembrokeshire County Council

(c) Minute 95 Proposals to extinguish street lights

The Town Clerk informed the council that she had not received any response regarding to the switch off of the street lighting, but she had received a response regarding the costing of the electricity which stated that the electricity used is metered. Councillor K Higgs questioned if partially sighted people had been considered and questioned if the council could approach Pembrokeshire County Council with this.

(d) Minute 98 Advertisement of cleaner/relief caretaker post

Councillor T Wilcox questioned if there was any movement on this matter the Town Clerk informed the Council that she is still receiving CV's and that the closing date was on the 16th October.

(e) Minute 80(a) Police Liaison Meeting

The Town Clerk informed the council that she had received a response from PC John Morris with regards to the Radar Gun which stated that it had been sent away to a specialist company and should be back with them shortly.

(f) Milford Haven Waterways

The Assistant Town Clerk informed the council that she had received a response from Milford Haven who had agreed to support the Town Council, but no response had been received from Neyland. Councillor C Gwyther stated that the Neyland council meet infrequently and that's possibly the reason as to why we have received no response from them.

88. REPORT OF THE TOWN CLERK

PART 1 – GENERAL

140. Application for New Premises Licence: Celtic Wines Ltd.

The Town Clerk informed the council that Celtic Wines were applying for a new premises licence as they are moving from Unit 7, Kingswood Industrial Estate on London Road to Unit 4, London Road Industrial Estate. She stated that at the new unit the company will only be selling to the trade and that there will be no consumption of alcohol on the premises. She informed the council that the Unit is not in a residential area and that the opening hours will be between 0700 to 2200 hrs. The council agreed that they were happy to support the application.

141. Safe Haven Survey

The Town Clerk informed members that she had received an email from the organisation 'Safe Haven' a copy of which was included as appendix A in the papers for the meeting.

She stated that Safe Haven is an organisation set up by residents concerned about

LNG operations in Milford Haven. She informed the council that she also has the documents below :-

Safe Haven Survey Document

Review of Milford Haven Port Authority: Approach to and use of Risk Assessments

She asked the Town Council to respond to the documents, and suggested that there were a few ways to progress the issue

- a). That the Council do not respond to the document .
- b). the Council refer the document to the Consultative Committee to consider and respond
- c). That the Council respond to the document , at the next Town Council meeting so that the document can be copied and distributed to Councillors before then.

After further discussion Councillor C Gwyther commented that even though it is a large document the consultation committee should consider it. The council agreed progress with option (b) and for a meeting to be arranged for the Consultative Committee to review the documents.

142. Annual Report of Pembrokeshire Housing 2008/2009

The Town Clerk informed the council that she had received a copy of this report which was placed on the table to the RHS of the Chamber.

143. Pembrokeshire Association of Local Councils Annual General Meeting

The Town Clerk informed the council that she had received notification that the annual general meeting of PALC will be held on Saturday 17th October 2009 at 10.30 am in the County Hall Haverfordwest. She stated that there will be a presentation by Jonathon Brown of Land of People on the subject of Community Land Trusts and that the Town Council can send two voting members and also two observers to the meeting. She questioned if anyone would be interested in attending. Councillor M Colgan stated that she would attend along with The Mayor Councillor P George. The Town Clerk informed the council that nominations for the executive committee must be received by 10th October, and stated that if there were any nominations councillors were to inform the office as soon as possible.

144. Swansea Bay and Carmarthen Bay (Lavernock Point to St Ann's Head), Shoreline Management Plan Review – Key Stakeholder Forum

The Town Clerk informed the council that they were invited to attend the second key stakeholders forum to provide input into the development of the draft Shoreline Management Plan along the coast of South Wales. She stated that drop in sessions will be held at the National Botanic Garden of Wales, Llanarthne, Carmarthen between 1000hrs and 1700hrs on Tuesday 3rd November 2009.

The Town Clerk questioned if any member would like to attend the forum, Councillor C Gwyther stated that she would already be attending under the National Park, Councillor M Colgan said that she would attend along with the Mayor Councillor P George.

145. Nominations to Play Wales

The Town clerk informed the council that she had received election papers from Play Wales for a vacancy on the Trustee Board. She stated that there were two candidates and questioned if the council wanted to vote for either of them. As all details were not available at the time the council agreed that they would not vote.

146. Village Green Status on land in Pennar

The Town Clerk informed the council that she had included as Appendix B a short report as an update to this issue. She stated that there were different ways forward and the views of Members are needed in order to move on. Councillor T Wilcox informed the council that Hugh Jones wanted to brief a barrister which would possibly cost £400-£500.

It was:

**PROPOSED by Councillor T Wilcox
SECONDED by Councillor A. McNaughton**

RESOLVED – That the Town Council agreed that the application should progress on the basis of continuing use of the land and that a use of a barrister was not needed

147. New Traffic Order- Pembroke Dock

The Town Clerk informed the council that she had included copies of the proposed traffic orders affecting Tremeyrick Steet, King William Street and Dimond Street as Appendix C. Councillor D King commented that the new traffic orders do need to be enforced.

148. EU Lifelong learning funding Information Days in Carmarthenshire

The Town Clerk informed the council that she had received an email from the West Wales European Centre asking if any member would like to attend an information day , set up by ECOTEC, the UK National Agency for EU lifelong learning. The event will be held in the National Botanical Gardens on Tuesday 10th November. She stated that there are various sessions that can be attended, and questioned if any member would like to attend then please could they contact the office. Councillor P Gwyther informed the council that there are already a lot of these courses in Pembrokeshire College.

149. Licensing Committee – Mega Kebab, 64 Bush Street

The Town clerk informed the council that she had received notification that the revised opening hours for these premises has been allowed for closing at 12.30am not the 2.00 am that the business had requested.

PART – 2 PLANNING

150. PLANNING APPLICATIONS

Councillor T Wilcox and P Gwyther declared an interest and did not take any part in the voting

09/0452/PA

Mr Steve Jones
Pembrokeshire College
Merlins Bridge
Haverfordwest
SA61 1SZ

13-15 Dimond Street
Pembroke Dock
SA72 6JA
Proposed change of use from
**Use class A1 to part A1
(shops) Part A3
(restaurants/Cafes) and
Part D1 (Non residential
Institutions).**

It was:

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

RESOLVED – That the Town Council recommend this planning application is delegated to planning committee and members felt the application should be considered in public. The Town council expressed concerns about this application and felt it needed further consideration

09/0498/PA

Mr Nicholas Edwards
25 Sycamore Street
Pembroke Dock
SA72 6QN

25 Sycamore Street
Pembroke Dock
SA72 6QN
Conversion of garage into kitchen And utility area and 1st floor extension.

It was:

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

RESOLVED – That the Town council recommend this application is supported

09/0497/PA

Mr Wayne Jones
8 Cromwell Street
Pembroke Dock

8 Cromwell Street
Pembroke Dock
Extension to dwelling

It was:

**PROPOSED by Councillor D King
SECONDED by Councillor A McNaughton**

RESOLVED - That the Town council recommend this application is supported

09/0483/PA

Mr Rod Thomas
Property review Division
Pembrokeshire County Council
County Hall
Haverfordwest
SA61 1TP

Land at Presely View
Pembroke Dock
Erection of Dwelling

It was:

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

RESOLVED - That the Town council recommend this application is refused, as the access and egress to the property crosses common land.

151. PLANNING DECISIONS

04/1244/PA -Residential Dwelling - Plot 22, The Point, Pennar, Pembroke Dock,
Granted

09/0352/PA – Erection of one dwelling- Plot adjacent to Brick House, Waterloo Road, Pembroke Dock, SA72 6UA – **Granted**

09/0306/PA – Replacement windows and doors front elevation – 33 King St, Pembroke Dock, SA72 6JT – **Granted**

89. SUPPLEMENTARY REPORT OF THE TOWN CLERK

PART 1 – GENERAL

152. Christmas Festivities

The Town Clerk informed the council that the Festival Group and the Tourism committee had met and had agreed a course of action for Christmas. She stated that the Festival groups will be organising the workshop for children to be involved in the making of lanterns for the parade that welcomes Father Christmas to the Town. This to be held on Friday 11th December 2009. She informed the council that the Festival Group will also be organising the parade along with the Town Council and that it was agreed that there should be a firework display after the carol singing at the tree. This will be staged from the Gun Tower on Front Street with agreement from the Museum Trust.

The Town Clerk stated that the Tourism Committee felt that this year it would be good to have a Craft Fair inside the Pater Hall on the Saturday 12th December 2009 and also a "Santa's Grotto".

She informed the council that the budget includes £6000 for Tourism and £3500 to go towards the firework championships which were scheduled to take place this year, but stated as we know the fireworks championship will not be taking place this year.

It was:

**PROPOSED by Councillor P Kraus
SECONDED by Councillor A McNaughton**

RESOLVED - That the Town council Give £4000 to the Festival Group. Use the remaining £2000 and the £3500 from the fireworks championship for the firework display and "Santa's presents" and any other expenses incurred during the Christmas festivities.

PART 2-PLANNING

153. Planning decisions

09/0381/PA – Insertion of two windows – 74 Gwyther Street, Pembroke Dock, SA72 6HD- **Refused**

1. The roof lights as proposed would have a detrimental impact upon the character and appearance of the dwelling and conservation area, insofar as the proposal would not respect the detailing of the original dwelling, by standing proud of the roof line with windows of differing sizes in obtrusive locations on the roof plane. As such the proposal is contrary to policies 78 and 79 of the Joint Unitary Development Plan for Pembrokeshire (adopted June 2006)

09/0382/PA – Extension to dwelling- 35 Pembroke Street, Pembroke Dock, SA72 6XH - **Granted**

90. FINANCIAL REPORT

9. Accounts for Payment

The following accounts were submitted for approval of payment:

82	Pembrokeshire County Council- CCTV	£1705.00
83	Jewsons- Buffer	£241.26
84	WP Lewis - Car Hire	£75.00
85	Swalec - Electricity	£29.76

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

86	Modern Print- A4 Letterhead paper	£143.75
87	Jewsons	£19.15

10. Internet Payments

01/09/2009	Smartstamp - Postage	£40.00
	Salaries, Wages, Tax and NI	£4305.44

It was: **PROPOSED by Councillor K Higgs**
SECONDED by Councillor P Kraus

RESOLVED -
That the Town Council approve payment of
Accounts numbered 82-87 and internet payments.

91. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

(a) Development of Pembroke Power Station

Councillor T Wilcox and S Perkins attended a meeting at Pembroke Power Station site they informed the council that 80ft long pipes would be transported to the site via the roadways. Each trip would be 3 hours for each lorry. Councillor T Wilcox stated that the original plan was for them to be transported on the river via the jetty but they were unable to do this as the jetty is not ready. He informed the council that the timings of the transportation of the pipes needed consideration at the times suggested there was after heavy traffic on the roads.

Councillor C Gwyther Suggested that the council should approach Pembroke power station with the Bicentenary in mind inform them of our plans and involve them in the planning of the event, this was agreed by the council.

(b) Police Liaison meeting Wednesday 7th October 2009

Councillor D. King attended this meeting, details of which were placed on the table. This months priorities were the Youngsters meeting on Barrack Hill, Police action for Halloween and continued attention to the Tesco exit on London Road.

Councillor D King informed the council that he chaired the meeting as there was no police attendance at the meeting, he later contacted PC John Morris who he

said was surprised. He informed the council that due to funding training for PCSO's cannot commence until a officer has left and stated that it would possibly be 3 months before replacements are in place.

After further discussion it was agreed that a letter should be sent to highlight the issue regarding the lack of PCSO's, Councillor T Wilcox suggested that we send crime statistics of the area to support the letter.

(c) Age Concern AGM

Councillor M Colgan attended Age Concerns AGM and opening of a new premises she informed the council that she felt they had a lot to offer the aged.

93. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

No member had any item for discussion under this heading.

94. ANY OTHER BUSINESS

(a) Street Markets

Councillor D King questioned if there had been any further response from the Street Market traders, he suggested that we re contact them to find out a date when they would be available to set up a Market in Pembroke Dock.

(b) Refuse bags

Councillor D King informed the council that there had been a problem with rats due to the removal of the Wheelie bin from the maisonette flats on Hawkstone road. The wheelie bin was removed as residents from other streets were abusing the bin and placing their rubbish into it. Councillor D King informed the council that the bin bags are now thrown against the wall instead of being placed out on bin day and stated that the residents of the maisonettes should take responsibility for their own rubbish.

Councillor M Colgan commented that orange bags which have been tagged were still out in Park Street on Thursday when the collection day for the rubbish was Monday, Councillor T Wilcox informed the council that Pembrokeshire County Council would not pick up orange bags which were tagged as they would have to be resorted and residents should take responsibility for these.

(c) Gordon Street Cobble

Councillor D King commented that the cobbles in Gordon Street were still in a poor state of repair, Councillor T Wilcox questioned as to why we need the cobbles at junctions as the county council have to close the road for 2 days to be able to replace the cobbles. It was suggested that the town council write to county council and ask if the cobbles on junctions can be replaced with tarmac.

(d) Governor for Pennar School

Councillor T Wilcox informed the council that on the resignation of Councillor S Beasley a new governor was needed for Pennar School, he stated that Councillor E Cook had informed him that if there were no other candidates for this role then she would be happy to take this on, which was agreed by the council.

(e) Essex Road

Councillor K Higgs raised concerns over the mini roundabout on Essex road. He commented that there had been numerous near misses on that roundabout due to people driving over the top of it. Councillor P Gwyther questioned if the mini roundabout should be removed and replaced with a Give Way sign instead. It was agreed that the council should contact the Highways department at the county council to question if this was able to be done.

The meeting ended at 2000hrs

Mayor

PRIVATE AND CONFIDENTIAL

PEMBROKE DOCK TOWN COUNCIL

REPORT OF FINANCIAL OFFICER

08th October 2009

1. PAY AWARDS

The Town Clerk informed the council of the notification received from the National Joint Council for Local Government Services of a pay award for employees effective from 1st April 2009. she stated that hereunder were the details of the award for each of the Council's employee and would be grateful if the Council would consider implementing the award:-

	Point	1st April 2008	Point	1st April 2008
Moira Saunders - Town Clerk	26	£17,846.40	26	£18,0018.00
Sarah Scourfield - Assistant Town Clerk	18	£10,101.52	18	£10,204.48
Mr. J.G. Jones Caretaker/Handyman)	6	£6.37 per hr	6	£6.49 per hr
Mr. J.G. Jones (u/s) " "	6	£8.50 per hr	6	£8.63 per hr
Cleaner	4	£7451.08	4	£7546.76

It was:

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

**RESOLVED -
That the Town Council formally ratify the pay award.**

The meeting ended at 2005hrs

Mayor