

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 19<sup>th</sup> November 2009.

**PRESENT:**

Councillor P George (Mayor)  
M Colgan (Deputy Mayor), K Higgs  
C Fortune, Kate Becton, E Cook, T Wilcox  
D Esmond, P Kraus, D Humphreys, P Gwyther,

**IN ATTENDANCE:**

Moirsa Saunders- Town Clerk  
Sarah Scourfield- Assistant Town Clerk

**95. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors A McNaughton, D King, S Perkins

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

There were no questions from members of the public.

**97. MINUTES**

Councillor K Becton stated that on minute 141 she declared an interest and withdrew from the meeting.

It was

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

**RESOLVED -  
That the Minutes of 29<sup>th</sup> October 2009 were adopted as a true record.**

**98. MATTERS ARISING FROM THE MINUTES**

**(a) Minute 98a Village Green Status on Land in Pennar**

The Town Clerk stated that there is a consultation in place which is due to finish on 23<sup>rd</sup> December. Councillor T Wilcox questioned if there had been any bills from Solicitors, the Town Clerk informed the Council that she had received earlier in the year and would ask the solicitor for a bill.

**(b) Minute 130 Vacancies on the Town Council**

The Town Clerk informed the Council that the advert for Llanion Ward was to close on 20<sup>th</sup> November and all applications would be brought to the meeting on the 10<sup>th</sup> December.

**(c) Minute 135. Provision of skate board park and dirt track for bikes in the Memorial Park**

Councillor T Wilcox and P Gwyther raised concerns regarding the construction costs of the skate board park, Councillor T Wilcox stated that previous quote received for the Pennar area was high and would cost even more if it was to be done to a high specification. The Mayor Councillor P George commented that the minutes from the Memorial Park meeting stated that Pembrokeshire County Council were prepared to lease land in front of the tennis courts, but if it was leased it would have to be to the Town Council and not the Park Group. Councillor K Becton raised concerns over the

costing and stated that she does not think the Town Council could easily afford the lease and the maintenance. The Mayor Councillor P George commented that the maintenance of the bike track which is mainly earth would not be a massive cost.

Councillor C Fortune questioned why the bike track has to be put on the lovely grass, Councillor C Gwyther commented that at the meeting at Communities First it was mentioned that they were considering renovating the Multi Use Games Area in the youth centre park behind the youth club which is owned by Pembrokeshire County Council who would also pay for all the renovation costs. She stated that Alex Allison from Pembrokeshire County Council mentioned that it would cost approx £10,000 for a streetwise skate park, Councillor P Gwyther commented that more than that was spent on the original skate park and they are spending more than is needed. The Mayor Councillor P George stated that the half pipe as it was, was well used, but it is not what the youngsters want.

Councillor K Becton stated that in principal everyone agrees but nothing can be done until we know all the costs. Councillor C Gwyther questioned if the Town Council agree to the leasing of the area, and Councillor K Becton commented that if the Town Council cannot afford the lease, then how are we to afford to put anything on the site.

The Town Clerk commented that Alex Allison from Pembrokeshire County Council who had attended the meetings repeated the probability of joining the Play Scheme and then the insurances and maintenance would be covered by this. She stated that construction costs for the play areas could go into the region of £160,000 but the Park Group will be looking for funding to cover this and this cost does not lie with the Town Council.

After further discussion a vote took place for the agreement in principle.  
8 Councillors were in agreement and 2 Councillors were against.

It was

**PROPOSED by Councillor C Gwyther  
SECONDED by Councillor E Cook**

**RESOLVED - That the Town Council support the Memorial Park Group to progress applying for a lease for section of park discussed providing costs are minimal.**

**(d) Minute 135 Convergence Fund Bid - Mechanics Institute**

Councillor T Wilcox questioned how many more community buildings were needed, Councillor P George commented that the Museum Trust are to open the building to the public. Councillor K Becton stated that it would be turned into a community café, Snooker Hall and a room to hire with computers in and questioned if this was really needed. The Town Clerk informed the Council that she had received a letter from the Museum Trust which stated that there will be a meeting held on 26<sup>th</sup> November at the Sunderland House to discuss the uses of the building.

**(e) Minute 103 Christmas Lunch**

Councillor C Fortune questioned why there was no choice of venue for the Christmas Party. The Mayor Councillor P George commented that the Station Inn were the only ones who came back with a menu and stated that if the Town Council were not happy with the choice then we can look for a different venue. Councillor C Fortune commented that it is nice to have a choice. All Councillors were happy to keep the venue at the Station Inn.

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

### **PART 1 – GENERAL**

#### **177. Consultative Committee Report**

The Town Clerk informed the Council that there was a copy of the report as Appendix A. She stated that the Consultative Committee were asked to consider the recommendations of the report from the Welsh Assembly Government "Are we being served?"

The Town Clerk requested the Council's agreement to forward this response to the Welsh Assembly Government. This was agreed.

The Town Clerk stated that she had received two documents:

1. Local Government Measure 2009 – Improvement and business planning by local authorities and National Park and Strategic community planning.
2. Proposed guidance for the Wales programme for improvement for the Fire and Rescue Authorities in Wales

She suggested that these documents are referred to the Consultative Committee as both of the reports had response dates in January 2010 after the next Council meeting. It was agreed to refer these reports to the Consultative Committee.

The Town Clerk informed the Council that she had also received a letter in reply to a response that the Town Council made regarding progress on the Joint Supplementary Planning guidance on planning obligations and the Pembrokeshire Affordable Housing Delivery Statement.

#### **178. Personnel Committee Minutes**

The Town Clerk stated that the minutes were included in the papers for information.

She stated that Mrs Tracey Woods has been appointed as cleaner/relief caretaker and asked the Council to ratify this appointment.

It was

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

**RESOLVED - That the Town Council Ratify the  
appointment of Mrs Tracey Woods**

#### **179. Minutes of the Memorial Park meeting on 6<sup>th</sup> November 2009.**

The Town Clerk informed the Council that the minutes are included in the papers for information. She stated that progress of the developments is being made and that the County Council have agreed to the Group leasing a part of the Park to the Town Council, that it is hoped, will encompass a skateboard park, a bike track, a multi sport area and a tennis court as well as the two play areas for smaller children that have been proposed for some time. The Town Clerk said that it was agreed in the meeting that a consultation exercise was undertaken to ensure continuing interest in using the proposed facilities and then the lease arrangements can be started.

This item had been previously discussed under matters arising

## **180. Wear Point Wind farm**

*Councillor T Wilcox & K Becton declared an interest Councillor K Becton withdrew from the meeting*

The Town Clerk stated that as requested at the last meeting of Council, this item was to be discussed at this meeting with the date for responses being 27<sup>th</sup> November 2009.

The Mayor Councillor P George commented that she had seen in the local paper comments regarding objections to the wind farm and questioned if the Town Council was in agreement. Councillor D Esmond stated that he was glad he had time to read the information through as the objections made did not come under any planning laws, and stated that we can not object against something just because people do not want to see it out of their window.

The Mayor Councillor P George commented that it is going to be a major part of our observation down the harbour, she stated that everybody has to start being more eco friendly, but questioned if we want them there as a blot on the landscape.

Councillor C Gwyther stated that her initial thoughts were why they can not be further in land into the tank farms but after further discussion it was noted that the 2 elements could not be mixed due to vibrations on the ground. Councillor E Cook stated that she had used the time to ask questions to learn more about them, and she commented that a Colleague of hers lives next to 2 or 3 and she commented that she does not hear any noise from them. Councillor E Cook commented that the sight of the Haven is not pretty and questioned what difference is it going to make?

After further discussion it was agreed that

It was

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

**RESOLVED - That the Town Council should support the application but should question whether the Wind Farm could be set further back on the landscape.**

## **181. Provision of Police Community Officers in Pembroke Dock**

The Town Clerk informed the Council that she had received a letter from Inspector Adrian Crowdie in Pembroke Dock Police Station, she stated that it informed her that once the recruitment process was complete, by March 2010, there will be 3 PCSOs and PC John Morris dedicated to this Town.

Councillor T Wilcox commented that the Town Council were promised the PCSOs would be in place by December.

## **182. Banking facilities for the Town Council**

The Town Clerk informed members that the Town Council currently bank with Barclays Bank, she stated that recently as the Town Council had to change over signatories to the account, the account has been in disarray. The Town Clerk commented that the Town Council have not been able to continue with our online banking facilities and now that we have all the signatories resolved, Barclays have decided that we are no longer able to use the on line banking facility to pay third parties, which means that the Town Council can no longer pay salaries or any bills without visiting the bank. The Town Clerk stated that the reason they have withdrawn this service is that as a result of the financial regulations as defined by the LGA 1972 section 150 (5) any local council must have at least two signatures on a cheque, by authorising payment online these two signatures are not applied, although Council authorises every payment that is made by the Council at each Council meeting. She commented that it seems that local council regulations have not yet caught up with modern

banking practices and what will happen when cheques are no longer accepted is hard to predict.

The Town Clerk informed the Council that the Town Council has saved money by being able to pay bills promptly and electronically, and commented that if the Town Council pay HMRC online they pay the Council £75 as an incentive.

The Town Clerk stated that the Assistant Town Clerk had made enquiries of other banks and it seems as if HSBC will allow the Town Council to use the online banking facilities. She commented that she would need to be absolutely certain that this will be the case, but once she had received that assurance the Town Clerk was asking the Town Council to resolve that we change our bank account to HSBC.

The Town Clerk also asked the Council to resolve that the Town Council continue with using online facilities to pay third parties.

After further discussion

It was

**PROPOSED by Councillor E Cook  
SECONDED by Councillor K Higgs**

**RESOLVED -  
That the Town Council resolve that the bank account is  
changed to HSBC and that the online facility to pay third  
parties is continued.**

### **183. Dr Jones Charity**

The Town Clerk informed the Council that as a result of Mr Ron Watts retirement from the Council there was a vacancy on this body, and suggested that Councillor Pam George takes on that position.

Councillor P Gwyther questioned if the position would be as Mayor or as a Councillor, Councillor P George replied that the position would be as Trustee.

It was

**PROPOSED by Councillor E Cook  
SECONDED by Councillor P Gwyther**

**RESOLVED -  
That the Town Council agree for Councillor P George to  
take the position on Dr Jones Charity.**

### **184. Policing Plan 2010/2013**

The Town Clerk informed the Council that the Council had been asked by Dyfed-Powys Police to help them determining the priorities for the coming year. She stated that she had enclosed a copy of the letter as Appendix B, and commented that the Council need to decide what priorities they want to be highlighted.

After discussion it was decided the 3 priorities they would like to be highlighted are

1. Accessibility to Police
2. Anti-social behaviour
3. Visibility of Police

### **185. Play Wales Annual Report**

The Town Clerk stated that the report was placed on the table to the RHS of the Chamber.

**PART – 2 PLANNING**  
**186. PLANNING APPLICATIONS**

**09/0668/LB**

Milford Haven Port authority  
Jeff Teague  
Suite 4B  
Cedar Court  
Milford Haven

Oakum House  
Royal Dockyard  
Pembroke Dock  
**Refurbishment of  
existing Offices**

It was

**PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor E Cook**

**RESOLVED - That the Town Council recommend this  
application is supported**

**09/0664/PA**

Mr Adrian Rowlands  
107 Bush Street  
Pembroke Dock

107 Bush Street  
Pembroke Dock  
**Provision of new vehicular  
access to dwelling**

It was

**PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor D Esmond**

**RESOLVED - That the Town Council recommend this  
application is supported**

**09/0666/PA**

Mr Cathal McCosker  
Gainsborough Dairy House  
Sherborne  
Dorset  
England  
DT9 5NS

Coronation Education Centre  
Meyrick Street  
Pembroke Dock  
**Conversion of educational  
buildings to create 21  
dwellings erection of 6  
dwellings**

It was

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

**RESOLVED - That the Town Council recommend that this  
application is not supported, due to the over development  
of the site and the proposed parking is unacceptable, as  
stated in Policy 57 from the Joint Unitary Development  
Plan.**

**187. PLANNING DECISIONS**

**09/0483/PA-** Erection of dwelling – Land at Presely View, Pembroke Dock, Pembrokeshire-  
**Granted**

**09/0459/PA-** Alterations to front elevation windows and front door – 85 Queen Street,  
Pembroke Dock, SA72 6JE- **Granted**

**09/0527/PA-** Construction of a garage to rear – 17 Argyle Street, Pembroke Dock, SA72  
6HL- **Granted**

**09/0497/PA- Extension to dwelling – 8 Cromwell Street, Pembroke Dock- Refused**

1. *The proposed first floor extension by reason of its form and design would have an adverse affect on the character of the dwelling and the neighboring property. Furthermore, the first floor extension would fail to preserve the character and appearance of the conservation area. As such the proposed extension would be contrary to the requirements of policies 76 (Design), 77 (Extensions to a building), 78 (Amenity), and 79 (Development in a conservation area) of the Joint Unitary Development Plan (adopted 2006).*

**09/0441/PA** - Conversion of apartment to 2 no apartments. No external alterations (Retrospective) - Albion House, Albion Square, Pembroke Dock, SA72 6XE. **Granted**

**09/0297/PA** – Erection of food store and associated access, parking and landscaping- Former Silcox Garage Site, London Road, Pembroke Dock, SA72 4RR- **Granted**

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

**PART 1 – GENERAL.**

**188. Confirmation of the appointment of the Assistant Town Clerk**

The Town Clerk informed the Council that Sarah's probationary period came to an end on 11<sup>th</sup> November 2009.

***"Sarah has now completed her three months probationary period and following a full Appraisal and Review we, the members of the Personnel Committee urge you to confirm her appointment as Assistant Town Clerk"***

It was

**PROPOSED by Councillor E Cook  
SECONDED by Councillor K Higgs**

**RESOLVED - That the Town Council confirm the appointment of the Assistant Town Clerk.**

**189. Office Hours during the Christmas Period**

The Town Clerk suggested that the Office is closed from 1.00 on Wednesday 23<sup>rd</sup> December 2009 and reopens on the 4<sup>th</sup> January 2010, she requested approval from the Town Council. She stated that the opening hours tie in with Pembrokeshire County Council.

It was

**PROPOSED by Councillor P Kraus  
SECONDED by Councillor E Cook**

**RESOLVED - That the Town Council agree the Christmas Opening hours.**

**190. External Audit – BDO Stoy Hayward**

The Town Clerk informed the Council that unfortunately this was still ongoing as we are being faced with questions from the auditors that need answers, she stated that there are omissions in the information already provided. The Town Clerk commented that the difficulties are caused because neither the Town Clerk nor Assistant Town Clerk were involved in the finances of the Council during the last financial year 2008-2009. She informed members that BDO Stoy Hayward were being very helpful.

## 191. Christmas Festivities 2009

The Town Clerk informed the Council that she had included in the papers a copy of the parade route and a copy of the schedule of activities. She reminded Members that there will be a Christmas Fair held in the Main Hall on Saturday 12<sup>th</sup> December and Father Christmas will be there in the afternoon to give presents to the children. The Town Clerk commented that volunteers are needed for the Friday night and Saturday if anyone was interested.

## 192. Application for a new premises license – Asda Stores

The Town Clerk informed the Council that Asda were applying to extend the hours for the supply of alcohol to 0600 hours to 2400 hours Monday to Saturday, and Sunday 1000hours to 2230 hours. To include the provision of late night refreshment from 2300 hours to 2400hours Monday to Saturday. There were no objections received from the Town Council.

## 193. Development of the Mechanics Institute Building

The Town Clerk stated that she had received a letter from the Museum Trust asking whether any Councillor would like to attend a meeting that is being held on Thursday 26<sup>th</sup> November at 7.00 pm at Sunderland House, The Royal Dockyard, SA72 6TD. She stated that the meeting was to explore how the Trust can develop the Mechanics Institute into a vibrant community centre.

## 194. Planning Applications

**09/0730/PA**

Mr & Mrs Steve James  
The Coach House  
Old Farm Cottages  
Orielson  
Pembroke  
SA71 5EY

2 Ferry Road  
Pennar  
Pembroke Dock  
**Erection of Dwelling**

It was

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

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

## 195. Planning Decisions

**09/0468/PA – Erection of dwelling- Land at 6 Britannia Road, Pembroke Dock, SA72 6QE-  
Refused**

- 1. The proposal, by reason of the dwellings two storey nature and limited site extent, represents a cramped and incongruous form of development at odds with the general character of the area and street scene. As such the proposal is contrary to Policies 46 – Settlement Boundaries, 76- Design and 78- Amenity of the Joint Unitary Development Plan for Pembrokeshire and Welsh Assembly Government, Technical Advice Note, TAN, 12:Design.*
- 2. The proposal represents the overdevelopment of the site, offering any future occupants an inadequate level of amenity space. Furthermore, the proposal, by reason of the buildings height would result in the loss of amenity to neighbouring properties through an over bearing impact. The proposal is therefore contrary to Policy 76- Design and Policy 78- Amenity of the Joint Unitary Development Plan for Pembrokeshire and Welsh Assembly Government, Technical Advice Note, TAN, 12: Design.*



## **100. FINANCIAL REPORT**

### **9. Accounts for Payment**

The following accounts were submitted for approval of payment:

97	BT	£13.50
98	Zurich Municipal	£131.25
99	Lumalite LTD	£1,219.58
100	Blachere	£224.25
101	Dyfed Alarms	£80.50

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

102	BT Internet Services	£127.61
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### **10. Internet Payments**

01/09/2009	Smartstamp - Postage	£40.00
	Salaries, Wages, Tax and NI	£3549.34

It was:

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

**RESOLVED -**  
**That the Town Council approve payment of**  
**Accounts numbered 97-102 and internet payments.**

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

No Member had any item for discussion under this heading.

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

No member had any item for discussion under this heading.

## **103. ANY OTHER BUSINESS**

### **Treowen Road**

Councillor P Gwyther commented that Treowen Road has been badly flooded in the dip of the road and questioned if around the Barrack Hill was still accessible. Councillor T Wilcox stated that the road is still accessible but the defensible barracks are closed. Councillor T Wilcox commented that he had been in touch with Pembrokeshire County Council regarding the culvert under Treowen Road, which Pembrokeshire County Council were going to be investigating. Councillor P Gwyther questioned how the traffic flow would work and who to contact to get the Barracks open. Councillor T Wilcox commented that he would look into who holds the key to access the Defensible Barracks.

**The meeting ended at 19.45hrs**

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**Mayor**