

At a Meeting of Pembroke Dock Town  
Council held at the Pater Hall, Pembroke  
Dock on Thursday 4<sup>th</sup> February 2010

**PRESENT:**

Councillor P George (Mayor), C Fortune  
D Esmond, P Kraus, D Humphreys, P Gwyther,  
C Gwyther, A McNaughton,

**IN ATTENDANCE:**

Moirsa Saunders- Town Clerk  
Sarah Scourfield- Assistant Town Clerk

**123. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors K Higgs, S Perkins, M Colgan, E Cook, T Wilcox, K Becton and W Rees

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

There were no questions from members of the public

**125. PRESENTATION - KATE MORGAN, PEMBROKESHIRE COUNTY COUNCIL, FARMERS MARKETS**

Kate Morgan from Pembrokeshire County Council introduced herself to the Town Council, She went on to explain that she was a Food Officer within the Markets section of Pembrokeshire County Council, and that her job involved working within the education sector, working with schools to provide school meals as well as working with the markets of Pembrokeshire.

Kate went on to explain the role of a Farmers Market, she stated that the key to a Farmers Market was that the stall holders were the primary source of their produce for example milk and cheese. She went on to say that you also have secondary producers whose stalls consist of cakes and meat.

Kate informed members that there is a 50 mile radius rule for all produce sold. She stated that research had been undertaken to see what makes a Farmers Market work and that passing trade and footfall in the area was the key along with population numbers would help sustain the Markets.

She stated that there are currently markets held in Haverfordwest, Pembroke and Fishguard and commented that Pembroke and Fishguard do struggle. She informed members that regular customers are needed not impulse buys. Kate stated that she questioned some of the regular stall holders, if they would consider holding a stall in Pembroke Dock if a Farmers Market was to come to Pembroke Dock. Kate informed members that the feedback received was that a lot of stall holders would not come to Pembroke Dock as there is not enough footfall in the area compared to Haverfordwest or markets held in Cardiff. She stated a lot of people commented that with Pembroke Dock being close to Pembroke they felt it would dilute an already struggling area.

Councillor P Gwyther questioned if the stall holders were aware that Pembroke Dock had a larger population than Pembroke. Kate stated that due to the Farmers Market being established within Pembroke stall holders would not come to Pembroke Dock. Councillor C Gwyther questioned if local supermarkets buy local. Kate Morgan commented that all supermarkets have a big drive at present to buy local produce but the producers need to

handle the demand which is the problem.

Kate Morgan stated that she didn't want to be negative but after the research with the stall holders had taken place it gave the answer. The Mayor Councillor P George thanked Kate for attending the meeting.

## **126. MINUTES**

Councillor P Gwyther commented that he asked for dispensation for the new trustees of the Pater Hall in minute 177 Guidance on appointments to external bodies.

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

**RESOLVED -**  
**That the Minutes of 14<sup>TH</sup> January 2010 were adopted as a true record.**

## **127. MATTERS ARISING FROM THE MINUTES**

### **a) Budget report**

The Town Clerk informed members that she needed a final resolution for the budget accounts for the year 2010/2011.

It was: **PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor P Kraus**

**RESOLVED - That the proposed budget report for 2010/2011 was agreed.**

### **b) Minute 122 (b) lorries parking on pavement**

Councillor C Gwyther commented that Councillor S Perkins had spoken with the drivers of the Lorries. The Lorries were related to the works at Pembroke Power Station site; she was informed that the Lorries would be moved.

### **c) Minute 120 -Reports from Town Council representatives serving on outside bodies**

Councillor P Gwyther commented that Councillor D Humphreys had volunteered to become a trustee on the Pater Hall Community Trust and asked for the council to ratify this.

It was: **PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor C Fortune**

**RESOLVED - That Councillor D Humphreys will join the Pater Hall Trust as a trustee.**

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

### **PART 1 – GENERAL**

#### **215. Financial Risk Assessment**

The Town Clerk informed members that she had included in the papers a proposed financial risk assessment that needed to be adopted by this Council. She stated that in the external auditors' report that was approved at the last Council meeting one of the comments was that there was a need to adopt a risk assessment.

This will rectify that omission.

Councillor P Gwyther questioned if the Christmas Lighting would come under the same heading as Hanging Baskets. The Town Clerk stated that the Christmas Lighting does not currently go out to tender but it can be added for future reference.

It was: **PROPOSED by Councillor P Kraus**  
**SECONDED by Councillor A McNaughton**

**RESOLVED - That the Town Council adopt the financial risk assessment once the above changes have been done.**

#### **216. Freedom of Information Act 2008**

The Town Clerk informed members that again she had included the Information Commissioners model and a document that relates to Pembroke Dock Town Council. She stated that both documents must be adopted by the Council and this fulfils the omission remarked upon in the external auditors' report.

Councillor P Gwyther questioned what happens if the information is asked for in Welsh. The Town Clerk stated that she was currently looking into the Council's Welsh Language Policy, but if it was requested then we could provide it in Welsh.

It was: **PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor A McNaughton**

**RESOLVED - That the Town Council adopt the Freedom of Information Act 2008**

#### **217. Village Green – Pennar**

The Town Clerk stated that since the last Town Council meeting where she reported on a meeting held between Mr Huw Jones, Councillors T Wilcox and P Gwyther and herself she was notified on 21st January by Ms Hannah Belton of Lowless and Lowless that Mr Huw Jones had left the firm, quite abruptly she believed. She stated that as the time for responding to the objection to the application was the 23<sup>rd</sup> January she was very concerned. The Town Clerk informed members that Ms Belton had gained an extension to this deadline to 29<sup>th</sup> January. The Town Clerk stated that she emailed and subsequently spoke to Ms Belton on Friday 22<sup>nd</sup> January where she expressed her concern over Mr Jones' curt departure. She also made Ms Belton aware that her firm had given the Town Council a very substandard service since this issue first arose. Ms Belton promised that the Town Council would have a response put together that weekend. The Town Clerk stated that on the 26<sup>th</sup> January she received confirmation that a response was being produced by a barrister at the cost of the firm.

The Town Clerk stated that she had since received the response and this has been seen and agreed by Councillors T Wilcox and P Gwyther. She informed members that this response had been lodged with The County Council on the 29<sup>th</sup> January.

The Town Clerk stated that she had also been promised by Ms Lucy Griffiths of Lowless and Lowless that the service the Town Council will receive in future will be of a much higher standard.

#### **218. Relief Caretaker**

The Town Clerk stated that she had advertised for a relief caretaker to help out with caretaking duties in Jeremy's absence or to help in addition. She informed members that the advert is open until the end of February.

#### **219. Guidance on Appointments to External Bodies.**

The Town Clerk informed members that at the last Council meeting she circulated to Members the documents she had received from the Monitoring Officer. She stated that Councillor Phil Gwyther asked her to gain dispensation for the Councillors who are also Trustees of the Pater Hall Community Trust.

The Town Clerk informed members that after some research it seemed that the Code of Conduct allows Councillors who are Trustees, where there is a personal interest in matters discussed at Council about the Trust, once they have declared their interest, to participate in discussions and voting.

She stated that if the matter under consideration related to the determination of any approval, consent, licence, permission or registration matter (where there is a regulatory or financial benefit) concerning the Trust, the Councillor will be required to declare a prejudicial interest and withdraw from the meeting.

The Town Clerk informed members that she sought a list of the reasons to be given dispensation from these statements but none of them are relevant to this situation.

Councillor P Gwyther commented that the Council could make decisions on things regarding the Pater Hall Trust but not fully understand the situation. He stated that Councillor P George and he had dispensation already which would allow them both to speak. The Town Clerk stated that after contact with the previous Town Clerk it was apparent that dispensation had not been gained but that they were covered by the Code of Conduct 2008. It was agreed that there were concerns regarding the trustees not being able to relay information to the meeting when discussions of the Pater Hall took place and the Town Clerk agreed that she would look further into the situation.

## **220. West Wales Car Club**

The Town Clerk stated that in the Council meeting of June 4<sup>th</sup> 2009 the Council agreed to pay £350 to this club towards an event that they stated would be held in Pembroke Dock, possibly at the Pater Hall.

She informed members that she noticed an article in the Western Telegraph in December 2009 about the road safety event held by the West Wales Car Club at Withybush in Haverfordwest. She then checked the web site of the club and there was no mention of any event to be held in Pembroke Dock.

The Town Clerk stated that she wrote to the Chairperson of the Club asking whether there was any intention of holding an event in Pembroke Dock. She informed members that she had received a response stating that their plans had to be changed due to the County Council not being able to fund some of the event. The Town Clerk stated that the Chairperson went on to say that she telephoned the Town Council office to advise us that the funding she had received from the Council would be used differently. She states that she received agreement that this was acceptable. The Town Clerk stated that on investigation it seemed that she did ring the office and was told by the Assistant Town Clerk in the absence of the Town Clerk that she would need to ring back to speak with the Town Clerk.

The Town Clerk stated that she had also been promised by the Chairperson of this club that accounts and a document as to how the money was spent would be with her soon. She stated that she have not received those documents.

The Town Clerk stated that she would like Members to consider whether they wish to take any action

After discussion

It was:

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

**RESOLVED - That the Town Council contact West Wales Car Club and request the money back**

1st amendment was:

**PROPOSED by Councillor A McNaughton**

**RESOLVED - That the Town Council contact West Wales Car Club and request they hold an event in Pembroke Dock before the end of the financial year**

2nd amendment was:

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

**RESOLVED - That the Town Council contact West Wales Car Club and request the money back and write to them to question if they understood the rules of the grant stated on the form and the telephone conversation which took place.**

As a result of the 2<sup>nd</sup> amendment the 1<sup>st</sup> amendment was withdrawn as the 2<sup>nd</sup> amendment covered the points which the Councillor wanted to raise. A Vote took place and all Councillors agreed on the final resolution.

### **221. Central Garage Site**

The Town Clerk stated that at the last Town Council meeting she was asked to do some research into this piece of ground that lies on Queen Street.

She stated that she looked into the criteria that have to be met so that a village green application could be made. She felt that this land was possibly not in use as much or for as long as the rules require for a village green, but stated that she would welcome Members views on that.

The Town Clerk informed members that it is owned by the County Council and the two planning applications that have been made in the last 10 or so years seem to have been withdrawn.

She stated that it was not clear from the JUDP whether this piece of land had been designated as residential development so she contacted the County Council.

She informed members that she spoke to the Planning officer dealing with the Deposit Plan due to be set out for consultation this spring. She stated that he is recommending that this piece of land is kept as an open space and that the Council could help to reinforce this recommendation by responding to the County Council during the consultation period for the Deposit Plan.

The Town Clerk stated that she had also received, since that telephone call, a letter from the County Council explaining the timetable for the Local Development Plan which reinforces what she was told by the planning officer.

### **222. Europe for Citizens – Citizenship EACEA Programme**

The Town Clerk stated that she had received an email and a lengthy form to complete from Pembroke Malta. She informed members that the email states that there are putting on a Christmas event to include 20 people from each of the twinning towns. She informed members that they wanted the application to be completed and returned by 31<sup>st</sup> January 2010 along with 20 residents to be included. She received the email on 22<sup>nd</sup> January 2010.

The Town Clerk explained to them that we are not able to comply with their timescales and she questioned whether there would be 20 people wishing to partake.

Councillor P Gwyther questioned if it was worth commenting on the short timescales given, the Town Clerk stated that this had already been done.

### **223. Local Environment Quality Improvement Projects 2010-11**

The Town Clerk stated that she had received an email from Mike Odlin in Communities First, the Welsh Assembly Government is continuing to support projects that will lead to an improvement in Local Environmental Quality and is inviting applications for 2010-11 funding.

She informed members that the deadline for applications was Friday 5th March 2010 and the maximum contract value was £30,000. Preference will be given to new projects but we will consider requests for the development of existing projects will be considered.

The Town Clerk informed members that she had the documentation should anyone need it.

Councillor P Gwyther questioned if it could be passed onto the Memorial Park Group, the Town Clerk stated she would do this

#### **224. Pembroke Power Station – Application for a permit under the Environment Protection Regulations 2007 to operate a power station.**

The Town Clerk informed members that she had received a letter and some documentation from the Environment Agency Wales, stating that they are expecting to receive this application soon. She commented that the letter informs that there will be a consultation period and that they will be writing to the Council explaining the consultation period and the expected timetable.

#### **225. Resignation Councillor Doug King**

The Town Clerk informed members that she had received a letter via the Mayor from Councillor Doug King giving his resignation from the Council.

She stated that she needed Council's approval to inform the County Council of the vacancy and to advertise.

The Town Clerk stated that as Councillor King was a member of the following committees volunteers were needed to fill these posts

Police Liaison – meet once a month

Personnel Committee- meet as required

Consultative Committee- meet as required

The Mayor Councillor P George asked the Town Clerk to write to Councillor D King to thank him for his help during his time with the Town Council and wishes him well for the future.

Councillor A McNaughton stated that he would be happy to be part of the Personnel Committee. It was agreed it would be brought to the next meeting for volunteers for the other committee places.

### **PART – 2 PLANNING**

#### **226. PLANNING APPLICATIONS**

**09/0926/PA**

Ms Heather Aitchison  
36 Arthur Street  
Pembroke Dock  
SA72 6EN

36 Arthur Street  
Pembroke Dock  
SA72 6EN

**Extension to dwelling  
and new Windows to front  
elevation**

It was:

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

**RESOLVED - That the Town Council support this application but commented on the UPVC windows in a Conservation Area could be an issue for the County Council.**

**09/0808/PA**

Sea Haze  
Connaught Way  
Pembroke Dock  
SA72 6FB

**Extension to existing dwelling and new vehicular access**  
*proposal has been withdrawn*

## **227. PLANNING DECISIONS**

**09/0769/PA-** Alterations and extensions – 66 High Street, Pembroke Dock, SA72 6PB-  
**Granted**

**09/0416/PA-** Siting of Three Caravans for Residential Use (Lawful Development Certificate) - Bramble Hall Farm, Ferry Lane, Pembroke Dock, SA71 4RG.- **Refused**

1. *Insufficient evidence has been provided to prove on the balance of probability that the caravans have been present on the land and occupied as units of residential accommodation for a period of 10 years, in breach of a planning condition prohibiting residential occupation of the units.*

## **129. SUPPLEMENTARY REPORT OF TOWN CLERK**

### **PART 1 – GENERAL.**

#### **228. Pembroke to Pennar Riverside Route**

The Town Clerk informed members that the Pembroke River Study proposed the creation of a path between Pembroke Mill Pond and Pennar Point. She stated that Money to implement this scheme was a problem, but it was hoped that the Coastal Access Improvement Programme, a grant scheme administered by the Countryside Council for Wales (CCW), would be able to fund the creation of the path.

The Town Clerk stated that the main aim of the Coastal Access Improvement Programme is to have a walking route substantially in place around the Coast of Wales by 2012. She informed members that CCW have now prioritised the work necessary for creating the Wales Coast Path, and due to the fact that the Coast Path in Pembrokeshire is well established and that in other authorities large chunks are missing, CCW have decided not to fund any further projects in Pembrokeshire apart from an off road route on the Castlemartin range.

The Town Clerk stated that this leaves the Pembroke to Pennar point project without funding. The Community Regeneration Unit has been informed and they will hopefully be looking for funding for this project.

The Mayor Councillor P George commented that its such a shame the path wont have any funding as its such a lovely walk.

#### **229. Festival Group Meeting**

The Town Clerk informed members that she attended a meeting of this group on Monday 1<sup>st</sup> February 2010. She stated that the AGM was the first meeting and then a review of the lantern parade took place. She informed members that at the AGM it was proposed that the Town Clerk and a Town Councillor should be a part of the Festival Group. She stated that this was agreed by the meeting she asked Members whether this is acceptable to them and if so, could she have a nomination from the council to be a part of this group.

It was:

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

**RESOLVED - That the Town Council agree that the Town Clerk should be part of the Festival Group and that The Mayor**

**Councillor P George also be part of the Festival Group.**

**230. Pembrokeshire Coast National Park Local Development Plan Examination Notice of a Pre-Hearing meeting**

The Town Clerk informed members that the Ministers of the Welsh Assembly Government have appointed Mr Barry Juniper of the Planning Inspectorate to conduct the Examination which will include a series of Hearings, the first of which will take place on Tuesday 13<sup>th</sup> April 2010. She stated that prior to this a Pre-Hearing meeting will be held on Tuesday 2<sup>nd</sup> March 2010 to discuss the management of the Examination. The note goes on to ask if any person wishes to attend this meeting to notify them. It is aimed at those parties who have made representations seeking specific changes to the LDP.

**231. Planning Decisions**

**09/0606/PA** – Access alterations, two external doors new disabled ramp/external pavement and internal alterations to layout- Pater Hall, Dimond Street, Pembroke Dock, SA72 6DD- **Granted**

**09/0666/PA** – Conversion of educational building to create 21 units and erection of 4 dwellings to rear – Coronation Education Centre, Meyrick Street, Pembroke Dock – **Granted**

Councillor A McNaughton commented that the Town Council recommended to Pembrokeshire County Council that this planning application was refused "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". He stated that he could not understand how Pembrokeshire County Council could agree the application he commented that he had been approached by residents objecting to the development. Councillor P Gwyther stated that the Town Council should write to Pembrokeshire County Council planning department and question why they had over ruled the reasons give by the Town Council. Councillor C Gwyther stated that they should be asked if local member Brian Hall was contacted and if his wishes were met. It was agreed the Town Clerk would write to Pembrokeshire County Council planning department to question why they over ruled the comments of the Town Council.

**130. FINANCIAL REPORT**

**25. Accounts for Payment**

The following accounts were submitted for approval of payment:

126	Days Rental- Cherry Picker	£227.36
127	J.S Pickering Electrical - removal of Xmas lights	£540.00
128	Newey and Eyre- Christmas lighting materials	£30.41
129	BT- Phone Bill, Calls and line rental	£110.77
130	Konica Minolta- Photocopying charges 27/10/09-26/01/2010	£126.03
131	Pater Hall Trust- Town Council Christmas Events 11th & 12th Dec	£92.00

**26. Internet Payments**

01/12/09	Smart stamp - Postage	£40.00
December	Salaries, Wages, Tax and NI	£5342.22

Bank Account balances as of

Current Account                      £ 2,226.34



Higher Interest Account      £42,348.36

It was:                                **PROPOSED by Councillor D Esmond**  
   **SECONDED by Councillor P Gwyther**

**RESOLVED - That the Town Council approve payment of Accounts numbered 126-131 and internet payments.**

**131. ELIGIBILITY CRITERIA FOR AWARDING GRANTS**

The Town Clerk stated that at the last Council meeting on 14<sup>th</sup> January it was agreed by members that this issue was to be put on the agenda for this meeting.

She stated that as everyone knows a Town Council can only spend money where it has a legal power to do so. If any other power can be used to justify a spend it must be used.

For example Christmas lights- the power to provide to attract visitors under Local Government Act 1972 section 144.

Section 137 of the Local Government Act 1972 allows spending (up to a set level) on anything else that is not covered by another power. The Town Clerk informed members that she had attached a list of powers to give an indication to Councillors as to what is covered. But the wording of Section 137 does preclude payment to individuals.

The Town Clerk stated that she had approached some of her colleagues in neighbouring towns to seek out the way their Councils deal with this issue.

She stated that the consensus view was the same as she had suggested to Members, no payment to individuals but paying an organisation and asking that a named person may benefit from the grant. The Town Clerk commented as reported previously Mr Laurence Harding, the Monitoring Officer of the County Council has agreed with this view.

Councillor P Gwyther commented that he felt the sum of £3000 should be removed from the form and change the last section of the form which read " individuals may apply" to "individuals need to apply through a club or organisation which they belong to".

It was:                                **PROPOSED by Councillor C Fortune**  
   **SECONDED by Councillor P Kraus**

**RESOLVED - That the Town Council approve the new Eligibility criteria for awarding grants form with the changes stated by Councillor P Gwyther.**

**132. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**

The Mayor Councillor P George commented that she had recently been involved in Governors meetings with Pembroke Dock Community School who are very busy as present with the inspections coming up and stated she was looking forward to meeting the new head teacher of the school.

**133. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT**

No member had any item for discussion under this heading.

**134. ANY OTHER BUSINESS**

**a) Local Firemen helping out in Haiti**

Mayor Councillor P George stated that it was nice to meet the firemen earlier that evening who flew out to Haiti to help out with the rescue process she commented that the Town Council were very proud of them.

**b) New Western Telegraph Representative**

The Mayor Councillor P George welcomed the new Western Telegraph Representative

to the meeting.

**c) Police Officer presence**

Councillor A McNaughton informed members of an incident involving a hit and run drunk driver. He stated that the residents of Princes Street contacted the police along with himself giving details of the incident but there was no police presence until 8am the next morning, he commented that residents stated that it was a disgrace. Councillor D Esmond stated that if it's a non emergency an officer has to attend within 48 hours. Councillor A McNaughton stated that the issue was that there was debris all over the road and cars pushed onto the pavements, he commented that the person who done the damage was caught an hour after the incident occurred but felt the follow up from the Police was a disgrace. Councillor D Esmond stated that the best thing to do would be to attend the next Dyfed Powys Police meeting as the Chief Constable would be there and he has to answer any questions which you have.

**d) South Pembs Minor Injury Unit**

Councillor C Gwyther stated that she had been informed that the Minor Injury Unit at South Pembs Hospital have unit staff issues and have reduced their level of cover so they are only open 9-5. She stated that a letter should be sent to them to state that we are monitoring the situation as if it goes on for a long period of time there is a chance it would not be brought back.

**e) Community Health Council members**

Councillor C Gwyther commented that the Community Health Council are looking for new members she stated the closing date is 22<sup>nd</sup> Feb and there is information on their website. She stated that they meet as and when and you can get as involved as you wanted.

**f) Website meeting**

Councillor P Gwyther commented that a website meeting had been held to look at improving the website and getting it as up to date as possible. He stated that all councillors should accept more responsibility to changes to the website. He informed members that there is an interactive diary available on the website for all to add events of organisations and encouraged members to use it.

**g) Pater Hall Trust History**

Councillor P Gwyther stated that in the previous meeting he stated that he would put together a document on the History of the Pater Hall Trust to try and help new trustees and Councillors understand how the Pater Hall Trust runs, he commented that he is still putting this together and it would be ready for the next meeting on 25<sup>th</sup> Feb.

**h) St Govans Centre Lane**

Councillor P Kraus informed members that there have been problems with the bins in the St Govans Centre Lane being tipped over and there being a lot of rubbish pulled out onto the floor he commented that it could cause rat problems. The Town Clerk stated she would contact Pembrokeshire County Council to see who owns the land in question.

**i) Pembroke Dock Cricket Club**

Councillor P Kraus questioned if anyone knew what would be happening with the Pembroke Dock Cricket Club. He stated that he needed information as to what would happen to the club as when teams come from away to play on the pitch they currently have no where to go for food after the game. Councillor P Kraus commented that he thinks the club is close to being boarded up which is a shame.

**j) Argyle Surgery**

Councillor A McNaughton commented on the new appointment system which the Argyle Surgery are currently holding he stated that its daft how you cant get an

appointment for a few weeks you can only get same day appointments. The Town Clerk stated that they were receiving so many complaints something had to be done to try alleviate the situation.

**The meeting ended at 20.08**

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**Mayor**