

At a Meeting of Pembroke Dock Town  
Council held at the Pater Hall, Pembroke  
Dock on Thursday 10<sup>th</sup> June 2010

**PRESENT:**

Councillor M Colgan (Mayor), A McNaughton,  
P Kraus, D Humphreys, P Gwyther,  
K Higgs, S Perkins, M Murton, W Rees, C Gwyther,  
M Murton, T Wilcox, P E George, C Fortune

**IN ATTENDANCE:**

Moira Saunders- Town Clerk  
Sarah Scourfield- Assistant Town Clerk  
Medi George – Western Telegraph Representative

**26.APOLOGIES FOR ABSENCE**

Apologies were received from Councillors K Becton & E Cook.

**27.DECLARATIONS OF INTEREST**

Declarations of interest were received as follows:

**Minute 31 of Town Clerk report**

Planning applications: Councillors S Perkins & T Wilcox

**Financial report**

Councillors P E George, The Mayor M Colgan

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

**29.MINUTES**

It was

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

**RESOLVED - That the Minutes of 07<sup>th</sup> April 2010 were  
adopted as a true record.**

Councillor P Gwyther commented that on page 3 item 3 his comments seemed to be missed. He stated that he had commented that "the old line is secure and has two aerals one which is open network for the hall and the second is secured for office use, he stated that he could not understand the reason why two routers where needed."

It was

**PROPOSED by Councillor P E George  
SECONDED by Councillor S Perkins**

**RESOLVED - That the Minutes of 15<sup>th</sup> April 2010 were  
adopted as a true record**

It was

**PROPOSED by Councillor W Rees  
SECONDED by Councillor P E George**

**RESOLVED - That the Minutes of 13<sup>th</sup> May 2010 were  
adopted as a true record**

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

#### **a)Minute 164 Development of land at Waterloo Road – Section 106 agreement**

The Town Clerk advised members that she had contacted Pembrokeshire County Council regarding the spending of the Section 106 money who stated that the money received from the Section 106 agreement from this development would be used in the locality. The Town Clerk stated that she had also queried why there was no section 106 agreement with the Coronation School development. Pembrokeshire County Council stated that someone would get back to us with information.

#### **b) Minute 256 Planning application09/1028/AD & 09/1032/PA**

Councillor K Higgs questioned if the diner on London Road was already trading and if so have the Town Council received a response from Pembrokeshire County Council with regards to if the above planning applications had been passed. Councillor S Perkins stated that she had informed Pembrokeshire County Council that the business was trading without the relevant planning approval. She commented that Pembrokeshire County Council had not received any complaints from residents.

#### **c) Minute 155 (a Victoria Road Loose Chippings**

Councillor A McNaughton questioned if there had been any response from Pembrokeshire County Council regarding this matter. The Town Clerk stated that she had been in touch with Pembrokeshire County Council but had not received a reply.

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

#### **1. Civic Dinner**

The Town Clerk informed members that she has enclosed a list of the guests to be invited to the Civic dinner and questioned if members had any comments?

The Town Clerk stated that also with the guest list is included the expected costs for the event, she asked members for approval for the costs of the dinner.

The Mayor Councillor P E George commented that she anticipated a lot of people will not attend as last year they ended up with 80 guests. Councillor K Higgs questioned why 4 door men were needed, the Town Clerk explained that due to there being entertainment in the evening there needed to be 4 door men. Councillor S Perkins questioned if this was an extra cost for the Town Council the Mayor Councillor P E George commented that this cost had been paid in previous years.

The Town Clerk advised that the budget amount agreed for official entertainment is £3000.

After discussion the guest list and expected costs were agreed by members.

#### **2. Year Budget figures 2009/2010**

The Town Clerk informed members that the financial year for the Council ended on 31<sup>st</sup> march 2010. She stated that she had enclosed the figures as they were at 31<sup>st</sup> March, the Town Clerk commented that she felt the reserves of the Town Council were now in a better position than previously thought.

#### **The balances as of 15/04/2010 today are:-**

Current Account £2608.19  
High Interest Account £22276.59

### **Bills outstanding to pay**

County Council Trade Waste	£35.43
PALC	£158.00
Blachere Illuminations	£720.63
Total	£914.06

### **Amount to be paid to the Town Council**

Pater Hall Community Trust £25072.29

Total amount **£49,043.01** but there is **£10,000** out of that amount ring fenced for the Bicentenary celebrations.

**Total in reserves is £39,043.01**

### **3. Broadband service to the Pater Hall**

The Town Clerk advised members that recently she had changed the way the office receives the broadband service as she had concerns about the security of the line and she was keen to make savings on the telephone bills. She stated that on enquiring with BT the office had been given a cheaper unit rate for calls and a reasonable rate for the broadband line.

The Town Clerk commented she understood that the intention of the Pater Hall Trustees was to make available a WIFI network service within the Hall to enable users in the hall to access the internet. The Town Clerk advised that as the office is no longer using the WIFI network the broadband bill of £400 per year has to be paid.

After discussion

It was:

**PROPOSED by Councillor S Perkins  
SECONDED by Councillor K Becton**

**RESOLVED - That the Town Council approve payment for the line for the one year when it would then be reviewed.**

### **4. Mid and West Wales Fire and Rescue Authority Annual Auction Plan 2011/2012**

The Town Clerk advised members that this Action Plan was available for comment from the 11<sup>th</sup> May to the 3rd August 2010, she suggested that this was referred to the Consultative Committee. Members agreed for this to be referred to Consultative Committee.

The Town Clerk reminded Members that there was a vacancy on this committee that needed to be filled. There were no volunteers at this time.

### **5. Town Guide 2010**

The Town Clerk informed members that there have been a number of meetings and this was now coming to the end and the guide should be produced shortly. She stated that It has once again been a collaboration between Pembroke and Pembroke Dock Town Councils and the two Chambers of Trade. The Town Clerk commented that It was hoped that the guide may produce a small profit but at the very least break even.

Councillor A McNaughton commented that the guide has increased in size and that adverts are coming in. The Town Clerk commented that that cover has been considered

and photos have been changed with the Haven being the main picture on the front. Councillor P Gwyther stated that they have endeavoured to make the two towns one area.

## **6. Financial Assistance**

### **(a). Children with Leukaemia**

The Town Clerk informed members that the organisation are seeking funding to help develop a vaccine that could prevent children from developing leukaemia in the future.

Members stated that due to the policies set in place they could not award financial assistance to this organisation as its activities fell outside of Pembroke Dock.

### **(b) All Pembrokeshire Cruse**

The Town Clerk advised members that she had received a request from this organisation asking if the Council will make a donation to help them advise and support any person who has been bereaved. She stated that there are approximately 16 individuals/families in Pembroke Dock that receive such support. They are looking for £25.00 to £50.00 as a donation. They have nearly £600 showing as a balance at the end of the last financial year.

Members stated that due to the policies set in place they could not award financial assistance to this organisation as its activities fell outside of Pembroke Dock.

### **(c). Golden Grove Mansion Appeal 'Healing the Wounds'**

The Town Clerk advised that this appeal had been launched by ex combat medics and a team of able volunteers, to raise funds needed for the purchase and renovation of this beautiful and historic country Mansion near Llandeilo. She stated that the property to be used for a convalescent home for our wounded service personnel and veterans.

Members stated that due the organisation being out of the Pembroke Dock area they could not award financial assistance to this organisation as its activities fell outside of Pembroke Dock.

## **PART – 2 PLANNING**

### **7. Planning applications**

<b>09/1152/PA</b>	Mr Wayne Jones 8 Cromwell Street Pembroke Dock SA72 6HP	8 Cromwell Street Pembroke Dock SA72 6HP <b>Two Storey extension to rear &amp; Single Storey extension to side</b>
It was:	<b>PROPOSED by Councillor A McNaughton</b> <b>SECONDED by Councillor K Higgs</b>  <b>RESOLVED - That the Town Council recommend this application is supported but raised concerns regarding the skylights to the front of the property.</b>	
<b>09/1096/PA</b>	Mr William Beynon Tenby SA70 8H	Park Street Pembroke Dock SA72 6JG <b>Demolition of garage &amp;</b>

**erection of dwelling (Amended Details)**

It was: **PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor E Cook**

**RESOLVED - That the Town Council recommend this application is supported but commented that the building was not in keeping with other properties within the area.**

**09/1159/AD**

Argos Home Retail Group  
489-499 Avebury Boulevard  
Milton Keynes

Argos, Unit 1  
Bierspool  
London Road  
Pembroke Dock  
**Erection of Signs**

It was: **PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor E Cook**

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

**09/0976/PA**

FinePlay LTD  
Church Cottage  
Little Milford  
Lower Freystrop  
Haverfordwest

2 Gothic cottages  
Owen Street  
Pennar  
Pembroke Dock  
**Renewal of planning consent 05/0684/PA – Erection of dwelling (Outline)**

It was: **PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor E Cook**

**RESOLVED - That the Town Council recommend this application is supported but raised concerns regarding loss of parking for neighbouring properties.**

**09/1189/PA**

QCI Contracting  
Unit 16B  
Waterston Ind Estate  
Milford Haven

53 Bush Street  
Pembroke Dock  
SA72 6AN  
**Insertion of new doorway access to ground floor.**

It was: **PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor E Cook**

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

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

**8. Council meeting dates**

The Town Clerk advised members that she had put together suggested dates for Council meetings for the next year. All members agreed on the suggested dates.

## **9. Governing Body of Pennar Community School**

The Town Clerk informed members that she had received a letter from the County Council asking the Town Council to nominate a governor to sit on this body. This is as a result of Sue Beasley's resignation from the Council. Councillor A McNaughton volunteered to take the position as a Governing Body.

## **10 Financial Assistance for Stackpole Mencap Gardens.**

The Town Clerk advised members that she had received an application for financial assistance from the Stackpole Gardens. She stated that they are hoping to install a notice board and a collection box as a way of receiving donations from visitors to the Gardens to help with the maintenance and upkeep.

The Town Clerk informed members that they are asking the Town Council for a donation of £450 towards the cost of such a project, and stated that if the Town Council agree to this donation then a reference to that would be included on the noticeboard.

Members stated that due the organisation being out of the Pembroke Dock area they could not award financial assistance to this organisation.

## **11. MHPA Master Plan Workshop – 22<sup>nd</sup> April 2010**

The Town Clerk informed members that she had received a letter from the MHPA inviting the Town Council to attend this workshop. The workshop is to present the work on the MHPA Master Plan.

She stated that the workshop will be held in Cedar Court, Suite 11 and begins at 9.00am

The presentations will continue until 11.00 am and then there will opportunities to feed back to Mouchel (who are the organisers).

The Town Clerk questioned if any members would like to attend the planned workshops, no members of the council wished to attend.

## **12. Cleddau Bridge Re-Painting**

The Town Clerk advised members that she had received a letter from the County Council informing the Town Council that this work will be undertaken this summer for 35 weeks.

## **13. Draft Supplementary Planning Guidance – Requirements for the validation of planning applications**

The Town Clerk commented that she had received a letter from the County Council informing that there are consulting on changes to this procedure. She stated that the guidance, when adopted, would be used to assess the validity of all planning applications submitted to the Authority. Comments are required by 28<sup>th</sup> May 2010. Members agreed that this should be referred to the Planning Committee to comment on.

## **8. FINANCIAL REPORT**

### **1. Accounts for Payment**

The following accounts were submitted for approval of payment:

142 Barclays Bank- Charges	£0.44
143 Jewsons	£12.51
144 Care Clean Uk- Buffer Items	£25.97

145 Silver Band Insurance- agreed in 18th March meeting	£219.50
146 Just Off Base - Floor Buffer	£656.96
01 Pembrokeshire County Council- Annual Rates	£1942.75
02 Jewsons	£19.74
03 Pembroke Hire Centre- Floor Sanding equipment	£77.39
04 PALC membership renewal	£158.00
05 Swalec - Pump House supply	£29.75
06 Pater Hall Community Trust- Town Guide meetings	£25.00
07 Lowless and Lowless Solicitors	£837.78

NB: Accounts 142, 143, 144, 145 & 146 were paid out of meeting.  
NB: Accounts 03,04 & 07 were paid out of meeting.

## 2. Salaries and Wages

13/03/2010- 05/04/2010	Salaries, Wages, Tax and NI	£4798.18
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## 3. Account Balances

08/04/2010	Current Account	£ 2,608.19
08/04/2010	Higher Interest Account	£ 22,276.59

Councillor S Perkins questioned why the Town Council were paying for sanding equipment for the Pater Hall. The Town Clerk stated that the Town Council provide the care taking staff with the equipment and the Pater Hall Community Trust pay for the consumable items. The Town Clerk advised that as the company secretary and Town Clerk role were performed by one person its hard to define what the Town Council pays for and what the Pater Hall Trust pays for as there is nothing in writing.

Councillor S Perkins commented that once the SLA agreement had been set up between the two organisations this should make things easier. Councillor S Perkins asked the Town Clerk to arrange this meeting with the Trust as soon as possible.

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

**RESOLVED - That the Town Council approve payment of Accounts numbered 142-146 and 01-07 and Salaries and Wages payments.**

## 9. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

No member had any item for discussion under this heading.

## 10 ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

No member had any item for discussion under this heading.

## **11. ANY OTHER BUSINESS**

### **a) Illegal Parking**

Councillor C Fortune commented that people of the Town who are abiding with the parking laws are being unfairly treated when there are a lot of people parking illegally on double yellow lines and on pavements. She asked if the Town Clerk could contact the Chief Constable of Dyfed Powys Police to ask if the PCSO's of Pembroke Dock could have more powers to book the illegal parked cars. Councillor K Becton commented that the issue of enforcement is due to go to cabinet and if it is agreed then Pembrokeshire County Council will be taking over the enforcement of parking.

Councillor C Fortune commented that there is a resident in Ferry Road who seems to be trading from his residential property and asked if the Town Clerk would contact Pembrokeshire County Council to highlight the issue as he has cars and boats parked at the side of the road it could cause a problem for emergency vehicles to get access.

### **b) Pembroke Dock Cricket Club**

Councillor P Kraus questioned if there had been any more information on what was happening with the Pembroke Dock Cricket Club building, The Town Clerk advised that she had been in contact with Pembrokeshire County Council but had no news at present.

### **c) Weeds**

Councillor K Higgs questioned if the Town Clerk could contact Pembrokeshire County Council and ask for the person who sprays the weeds to spray the chicanes too as they seem to be missed when the kerbs are being done.

### **d) Open Garden Scheme**

Councillor P Gwyther commented that he is trying to setup an open garden scheme for the summer festival. He stated if anyone had any contacts who were keen gardeners and would open their garden for one day over the festival week then could names and address please be passed to him so he could approach them.

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**Mayor**

## **12. PRIVATE & CONFIDENTIAL MINUTES**

It was

**PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor**

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

# **PEMBROKE DOCK TOWN COUNCIL.**

## **PRIVATE & CONFIDENTIAL REPORT OF THE TOWN CLERK 15<sup>th</sup> April 2010**

### **13. PERSONNEL COMMITTEE MINUTES**

The minutes of the meeting of the Personnel Committee were put before members items discussed were

#### **1. Working with your Council (WWYC) Course for the Assistant Town Clerk**

The Town Clerk informed members that there were a number of courses being hosted by the SLCC (Society of Local Council Clerks) this year. She stated that she had previously attended this course and felt that the Assistant Town Clerk would benefit greatly from attending. The Town Clerk advised that the cost would be £160.

The Personnel committee recommended to the Town Council that this was supported.

It was

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

**RESOLVED – That the Town Council agree that the Assistant Town Clerk attends the Working with your Council Course.**

#### **2. Increment rises for the Town Clerk and Assistant Town Clerk**

The Personnel committee recommended to the Town Council that this was supported.

It was

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

**RESOLVED – That the Town Council agree that the Town Clerk presently on scale point 26 goes up to scale point 27 and the Assistant Town Clerk presently on scale point 18 goes to scale point 19.**

#### **3. Increment Rise for the caretaker**

It was

**PROPOSED by Councillor K Higgs  
SECONDED by Councillor P Kraus**

**RESOLVED – That the Town Council agree that the hourly rate for the caretaker is to be increased**

#### **4. Criminal Record Bureau (CRB) Checks**

The Town Clerk informed members that as there is now full complement of staff she had discovered that to carry out a full disclosure check would cost £ 36.00 each.

It was agreed that the Town Clerk determine whether the checks were needed.

#### **5. Appointment of Relief Caretaker**

The Town Clerk informed members that with the help of Councillor S Perkins Ben Poczapsky had been appointed as the Relief Caretaker. She stated that he started working with Jeremy on 12<sup>th</sup> April.

It was

**PROPOSED by Councillor K Becton  
SECONDED by Councillor A McNaughton**

**RESOLVED – That the Town Council agree to the  
appointment of Ben Poczapsky as Relief Caretaker.**

*Councillors C Fortune and E Cook left the Chamber*

**14. VILLAGE GREEN APPLICATION**

**a. Minutes of the meeting and letter sent to Pembrokeshire County Council.**

Debate ensued regarding the minutes and they were agreed.

Councillor K Becton proposed that the Town Council thank the Town Clerk and the Assistant Town Clerk for all the hard work.

*Councillor K Becton left the Chamber*

**b. The complaint**

The Town Clerk informed members that they should all have a copy of the response to Mr Peter Morris complaint.

The Town Clerk advised if members had any comments regarding the response to Mr Peter Morris if they could contact the office by midday on Monday 19<sup>th</sup> April.

**The Meeting finished at 20.25**

