

At a Meeting of Pembroke Dock  
Town Council held at the Pater  
Hall, Pembroke Dock on Thursday  
11<sup>th</sup> December 2008.

**PRESENT:**

Councillor R Watts (Mayor)  
Councillors K Becton, P. E. George, C.  
Gwyther, D. King, A. McNaughton, M.  
Colgan, E. Cook, S. Perkins, C. Fortune, K.  
Higgs

**IN ATTENDANCE:**

Ian Jones, Town Clerk  
Moirsa Saunders, Committee Clerk

**124. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P. Gwyther, S. Beasley, D.  
Esmond, A. Wilcox

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

There were no questions from members of the public.

**126. MINUTES**

**Amendments**

Councillor C Fortune pointed out that on page 159, minute 123 that it was Councillor D  
King not herself who was approached by people wanting to walk dogs on Barrack Hill.

With this amendment it was:

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

**RESOLVED**

That the Minutes of the meeting of the Town Council  
held on 20th November 2008 be adopted.

**127. MATTERS ARISING FROM THE MINUTES**

**(a). Minute 115 Q & A session with members of the public.**

The Town Clerk reported that the petition had been presented to the County Council by  
Councillor S Perkins and that he had received an acknowledgement from the County

Council. The Town Clerk stated that Mr Brian Maddocks had been asked by the Director of Transportation and the Environment to respond to the issues raised by the petition and letter.

- (b). **Minute 176 planting of a tree in the Memorial Park to mark the 90<sup>th</sup> anniversary of the signing of the Armistice in 1918.**

The Town Clerk reported that he was waiting to hear from the trees officer, Richard Staden, of the County Council to discuss the type of tree to be planted and the locations within the park.

- (c). **Minute 180 Pembrokeshire County Council supplementary planning guidance on planning obligations, Consultation procedures.**

The Town Clerk reported that the Town Council's response to this consultation document had been sent to the County Council and an acknowledgement received.

- (d). **Minute 183 Automatic door closures on public conveniences.**

The Town Clerk reported that the letter to PALC had been written and sent.

- (e). **Minute 191 Vehicle activated signs.**

Councillor E Cook stated that she felt that Military Road was a location that required one of these signs.

Councillor S Perkins suggested that Councillors emailed the Town Clerk offering locations to be considered for these signs. She reported that the County Council may pay up to 50% of the cost of the signs or may pay nothing towards the cost. Councillor S Perkins stated that these vehicle activated signs are most likely to be placed at sites where no other traffic calming methods can be utilised as the traffic problems do not meet the criteria designated for measures such as speed bumps etc.

Councillor K Higgs stated that he felt Essex Road should be considered as a site .

Councillor S Perkins commented that it was not wise to put these signs in a great number of sites as the effectiveness is diminished.

Councillor K Becton asked what the cost of these signs would be to the Town Council.

Councillor S Perkins said that the cost to the Town Council if the County Council paid 50%, is £2500.

Members considered the information provided by Mr J Price, Traffic Manager, of Pembrokeshire County Council in his letter at Appendix E to the Town Clerk's report at the previous meeting, it was agreed to discuss possible locations at the next meeting.

- (f). **Minute 192 Tidy Towns Week.**

The Town Clerk reported that the Sub Committee had met the previous week and tried to identify areas to be included in the Tidy Towns event to be held in Pembroke Dock in January 2009. It was agreed that Barrack Hill would not be included as the job of cleaning that area was too great a task to be included .

**(g). Correspondence.**

The Town Clerk reported that he had received a contact from The Argyle Street surgery asking whether some of the Town Council would be prepared to attend a meeting at the surgery that had already been arranged to include Mr Nick Ainger M.P. This was to be at 4.00 on 19<sup>th</sup> December 2008.

Councillor K Becton stated that on her recollection it had been agreed in a previous Town Council meeting that the Practice Manager of Argyle Street surgery be asked to attend a meeting at the Pater Hall to involve the whole of the Council. She did not feel that the meeting should be held anywhere other than the Pater Hall and that it must include all of the Town Councillors not just 2 of them , as this had been previously agreed by the Town Council.

Councillor C Fortune stated that the meeting must be held at the Pater Hall not the surgery.

Councillor C Gwyther pointed out that there was a large conference room available at the Argyle Street premises.

Councillor K Becton reiterated that the Practice Manager should be asked to attend a meeting with the Town Council at the Pater Hall.

Councillor D King stated that he felt the meeting should be at the Pater Hall.

The Town Clerk stated that he would ask Mrs Goldsworthy, the Practice Manager at Argyle Street surgery, if she will attend a meeting at the Pater Hall.

**128. REPORT OF TOWN CLERK.**

**PART 1 – GENERAL.**

**195. POSSIBLE CHANGES IN TOWN COUNCIL AGENDA.**

The Town Clerk was asked by Councillor K Becton if Members would consider placing the following item as a regular feature on the Agenda:-

Pembroke Dock / Environment Issues

Councillor K Becton stated that she had been discontent about how many of the issues raised under Any Other Business included environment issues so she felt that there should be a regular item on the agenda.

PROPOSED by Councillor K Becton  
SECONDED by Councillor C Gwyther

**RESOLVED**

That Pembroke Dock/Environment Issues is placed on the Town Council agenda as a regular item.

## **196. ARTICLE 4 DIRECTION PEMBROKE DOCK CONSERVATION AREA.**

The Town Clerk attached as Appendix A, a copy of an e-mail he had received from the County Council concerning the above matter. The Town Clerk understood that there was to be a meeting (drop in meeting) at Sunderland House to discuss the matter with members of the public on Wednesday 10<sup>th</sup> December 2008.

Councillor R Watts reported that he had attended the drop-in meeting late in the day and they had received 13 visitors to the meeting at that point. The siting of the drop-in meeting was difficult for people to attend without personal transport and disabled access was not easy. He commented that the meeting should have been held more centrally to enable more people to access it. Apparently Sunderland House did not charge for the venue and the group hosting the event did not have a budget which is why it was housed at Sunderland House.

Councillor S Perkins stated that there were many questions unanswered for residents living inside the Pembroke Dock Conservation area about maintenance work to the facades of their property. She suggested that the County Council is asked to speak to the Town Council about this issue .

Councillor R Watts reported that the facades of houses in the Conservation Area are to be made as near to the original as possible.

Councillor K Becton queried the fact that most domestic home insurance companies will not replace roof tiles with Welsh slate tiles as opposed to cheaper versions. She suggested that the Town Council might like to have support from Richard Shephard from PALC. The County Council have 3 options with regard to this Article 4 Direction, it can confirm the direction, it can withdraw the direction or it could modify the direction.

Councillor D King reported that he had also attended the open day and was told that if householders within the Conservation Area already had satellite dishes on the facades of their property there was no problem , but if a new dish was required then an application must be made to the County Council for permission. Councillor D King was concerned that the Dock yard was excluded from the Conservation Area. He felt that residents of Pembroke Dock were being penalised as a result of this direction. He felt that more information from the County Council was required but that the Town Council had no real power with regard to this issue.

PROPOSED by Councillor C Gwyther

SECONDED by Councillor S Perkins

### **RESOLVED**

That the County Council is asked to address the Town Council on the Article 4 Direction and that the Town Council request that the County Council open day on Article 4 Direction is held again within the Town centre.

## **197. INDEPENDENT PANEL ON ASSEMBLY MEMBERS PAY AND ALLOWANCES.**

The Town Clerk had received a notification that the above panel was requesting evidence on the above issue. Any comments or constructive ideas about the financial support Assembly Members should receive were invited and were to be submitted to them by writing to the panel or to e mail them to [IndependentReviewPanel@Wales.GSI.Gov.UK](mailto:IndependentReviewPanel@Wales.GSI.Gov.UK).

## **198. LLANION COMMUNITIES FIRST**

A copy of the December monthly bulletin was placed on the table to the RHS of the Chamber for members to peruse.

## **PART 2 – CORRESPONDENCE.**

### **199. TEMPORARY ROAD CLOSURES, PEMBROKE DOCK.**

The Town Clerk was advised by the County Council that a number of streets within the town would be affected by temporary road closures whilst the cobbles were replaced / repaired. The roads / streets affected were Lewis Street (8 to 14 Dec 2008), Gordon Street (15 to 20 Dec) and Lower Meyrick Street (5 to 10 Jan 2008).

### **200. PCSO PROVISION WITHIN PEMBROKE DOCK.**

The Town Clerk attached as Appendix B a copy of the correspondence between the Deputy Divisional Commander for Pembrokeshire and himself on the above topic.

Councillor C Fortune commented that PCSO's cannot issue tickets.

Councillor S Perkins felt that if they are funded by the Town Council that PCSO's can issue tickets.

Councillor K. Becton felt that this debate should take place within the budget considerations and she felt that this issue had already been rejected by the Town Council. The Town Clerk reminded the Town Council that it was agreed at a previous meeting that he was asked to seek information from the police authority on powers and costs of the Town Council supporting the employment of a PCSO.

Councillor E Cook stated that all PCSOs have the same authority.

Councillor D King commented that PCSOs could be given greater powers but that a change in the law would be needed.

Councillor S Perkins was concerned that the Town Council was always being asked for money to provide services to the town.

PROPOSED by Councillor S Perkins  
SECONDED by Councillor K Becton

### **RESOLVED**

That the Town Council does not contribute towards a PCSO in the town.

## **201. CCTV COVERAGE WITHIN PEMBROKE DOCK.**

The Town Clerk attached as Appendix C a letter he had received from the Dyfed Powys Constabulary concerning the above subject. The possibility of an additional camera near the Memorial Park was still being actively pursued.

Councillor K . Becton asked whether the Town Clerk had received any more information regarding the costs of CCTV cameras.

The Town Clerk replied that it costs the Town Council £3800 a year. He also reported that he had received information regarding which cameras the Town Council paid for, plus the effectiveness of the cameras, although that information was a little vague.

Councillor S Perkins did feel that a camera at the Memorial Park would be a good idea.

## **202. PEMBROKE DOCK SUNDERLAND TRUST.**

The Town Clerk had received notification from the Trust that the Propeller currently located in Western Way will be removed shortly for refurbishment. On being taken away it will be removed from the Town Council insurance.

## **203. DIVERSION OF PUBLIC RIGHTS OF WAY – HAWKSTONE ROAD.**

The Town Clerk had been advised by the County Council that part of the pathway Number SP32/36 was to be diverted as shown in Appendix D.

Councillor S Perkins stated that moving footpaths was acceptable but that it should be noted so that footpaths are replaced not withdrawn altogether.

Councillor D King commented that this planning application stated that all trees were to remain.

## **204. BENTLASS TERRACE, PEMBROKE DOCK – “STOP – UP NOTICE.**

The Town Clerk had been advised by the County Council that the Garage Forecourt as shown in Appendix E.

## **205. BUDGET 2009/2010.**

Members were made aware of the Training session which the Town Clerk carried out in October in which he discussed the areas of responsibility which could be assumed by the Town Council, the Town Clerk had received no further information about additional expenditure for the forthcoming year and was therefore preparing a budget profile which suggested so that a special budget meeting could be held on Thursday 8<sup>th</sup> January when the precept to be sought would be agreed.

The Town Clerk reported that he had some preliminary items for the budget and will make the papers available for the end of the following week he suggested that the Town Council may like to consider employing a litter picker and the relevant costs would be included in the papers for the special budget meeting.

Councillor K Becton asked whether a litter picker could be employed by the County Council and the costs be 'topped up' by the Town Council. The Town Clerk replied that this could be possible.

Councillor K Becton expressed concern that the Town Council did not seem to be agreeing to many donations and that maybe the criteria for granting donations should be reviewed as part of the budget process. She felt that the Town Council must be under spent on the budget for donations.

The Town Clerk reported that as at the end of September 2008, out of the £3000 available for donations only £600 had been awarded. He agreed that the budget process was the opportunity to review the criteria for agreeing to donations and perhaps considering how to advertise the fact that the Town Council can and do make awards .

Councillor A McNaughton suggested that information regarding awards should be place not just on the internet site but elsewhere, perhaps in schools and clubs.

Councillor D King commented that as there was a new contingent of councillors forming this Town Council that the budget should be looked at with a fresh eye and that budget allocations should be reconsidered.

Councillor S Perkins suggested that staff salaries could be considered as she was aware that there was an extra load on staff, particularly the Town Clerk.

Councillor K Becton commented that there might be a need to create a personnel sub-committee to consider all personnel issues.

### **PART 3 – PLANNING.**

#### **206. PLANNING APPLICATIONS**

<b>08/0930/PA</b>	Erringham Holdings Ltd. c/o Balchan Management PO Box 428, Old bank Chambers Grand Rue,St Martins Guernsey	Erection of two number semi detached houses Plot 30, The Point Pennar, Pembroke Dock Pembrokeshire
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*The Town Council commented that this application is supported, however, they believe that there is some sort of covenant which allows for only one dwelling should be built on the plots at The Point.*

<b>08/0957/PA</b>	Mr Richard Maynard The First and Last London Road Pembroke Dock SA72 6TX	Alterations and extensions to public house to include restaurant and boarding rooms The First and Last, London Road Pembroke Dock, SA72 6TX
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*The Town Council recommends that this application is supported.*

<b>08/0959/PA</b>	Mr Ian Mansell 41, North Street Pembroke Dock SA72 6QT	Alterations and extensions 41, North Street, Pembroke Dock SA72 6QT
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*The Town Council commented that the 'High Level Velux' window on the rear elevation may need to have obscured glass as there maybe overlook issues with a nearby property. Provided this "overlooking" was addressed then this application would be supported.*

## **207. PLANNING DECISIONS**

**08/0818/PA** – Erection of a sign , western hanger, Pembroke Port, Pembroke Dock-  
**granted**

**08/0816/AD** – Erection of a sign, eastern Hanger, Pembroke Port, Pembroke Dock.-  
**granted**

**08/0874/PA** – Erection of a conservatory at 30 Clarence Street, Pembroke Dock, SA72  
6JP- **granted**

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

### **PART 1 – GENERAL.**

## **208. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR WALES MEETING 10<sup>TH</sup> DECEMBER 2008.**

The Commission held an open meeting to discuss their work on 10<sup>th</sup> December in Carmarthen. Councillor Sue Perkins and Christine Gwyther were asked if they wished to report back on the days events.

Councillor C Gwyther felt that she had gained a useful insight into the Boundary Commission. It was important to consult town, community and county councils on the process of considering electoral areas. It was interesting to realise how an area can be affected by the split of budgets , for example a village hall can become part of a neighbouring electoral area but be used by people not included in the new area. Councillor S Perkins reported that it was interesting to consider how some 'daft' splits of electoral areas can affect the community. Also what is often not considered that not everyone is registered to vote, but a councillor may only have the appropriate number of electors in the ward but there may be a lot more people living in that ward that may need representing. E.g. those with no vote (under 18s), temporary residents etc.

## **209. HER MAJESTY'S REVENUE AND CUSTOMS (HMRC) REORGANISATION IN WEST WALES.**

Members will have seen in the Press details of the final decision of HMRC with regard to their local office network in their light of the various representations which were made by both this and other bodies. Closure of an office in Pembroke Dock had been confirmed.



## **210. PIPPA POST.**

The Town Clerk had received a copy of their latest magazine which was placed on the RHS of the Chamber for members to read if required.

## **211. SEAFAIR MILFORD HAVEN 2008.**

The Town Clerk placed on the table to the RHS of the chamber a copy of the Survey Results and Report for this years events.

## **PART 2 - CORRESPONDENCE**

### **212. APPLICATION FOR A NEW PREMISES LICENCE IN RESPECT OF ST.JOHN'S COMMUNITY HALL, PEMBROKE DOCK.**

The Town Clerk had received a copy of an application for a new licence in respect of the above premises. Details of the licence applied for was as follows:-

Plays, Films, Indoor sporting events, Boxing or wrestling entertainments, Live music, Recorded music, Dancing, performance of dance and provision of facilities for making music.

0900 to 2300hrs Mon – Sun (incl)

Premises to be open from 0730 to 2330hrs Monday to Sunday (inclusive)

The Town Council support this application.

### **213. VISIT TO NATIONAL ASSEMBLY FOR WALES.**

The Town Clerk had been asked by the Pembrokeshire Cancer Support Centre to enquire if any member was interested in going to visit the National Assembly for Wales next year. No one expressed an interest in attending.

## **130. REPORT OF THE FINANCIAL OFFICER**

### **24. ACCOUNTS FOR PAYMENT**

The following accounts are submitted for approval of payment:-

117	Crosshands Industrial Training –Training-Cherry Picker	£705.00
118	Grainger Tubolt – Materials – Christmas Lighting	£38.19
119	Simon Safety- Safety Equipment-Christmas Lighting	£130.06
120	ATS-Tyre Repairs-Cherry Picker	£12.00
121	I.Jones- Postage	£25.00
122	Cape Hire-Fencing around Tank	£84.60
123	Zurich Municipal-Premium-Christmas Lighting	£131.25
124	Modern Print-Christmas Cards	£136.00

125	SWALEC-Electricity-Old Pump House	£140.32
126	Festive Lighting-Bulbs-Christmas Lights	£150.99
127	Cleddau Community Media Advertising	£191.00
128	BDO Stoy Hayward-Audit Fee	£646.25
129	J.S.Pickering-Erection of Christmas Lights	£2350.00
130	The Consortium- Stationery	£60.66
131	Hagemeyer Uk Ltd.-Materials-Christmas Lights	£1698.76
132	Llanion Signs & Graphics-Banners	£193.57

NB Accounts Nos. 117-120 were paid out of meeting.

## **25. INTERNET PAYMENTS**

The following accounts were paid on line during the month of October 2008:-

03/11/2008	Smartstamp – Postage	£35.00
26/11/2008	British Telecom-Telephone	£112.76
	Salaries, Wages, Tax and NI	£4974.03

PROPOSED by Councillor S Perkins

SECONDED by Councillor A McNaughton

### **RESOLVED**

That the Town Council approve payment of Accounts numbered 117 – 132 and the internet payments shown above.

The Town Clerk explained that the Audit of last year's accounts had been complete and the comments made by the auditors had been taken on board.

*Councillor C Fortune left the chamber at 1945hrs*

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

Councillor M Colgan reported that she had attended the concert at St Mary's School, but that there was nothing else to report.

Councillor D King reported on the Police Community Consultative Forum meeting of 24<sup>th</sup> November 2008. The Dyfed Powys Police Force will receive a low increase in funding which will effectively mean a loss of income. There will be a need to increase Band D of the community charge next financial year. Some force restructuring has already taken place, the only custody suite is now in Haverfordwest. Compared to other similar forces, Dyfed Powys has one of the lowest crime rates and is near the top on detection rates.

There are currently 6 PC's and 19 PCSOs in Pembrokeshire with 7 new PCSO's to start on 19<sup>th</sup> December 2008.

Councillor C Gwyther asked whether the police were targeting domestic violence.

Councillor D King replied that it was not discussed at this meeting.

Councillor D King reported on the Police Liaison meeting that he attended on 3<sup>rd</sup> December 2008. The issue of lorry drivers parking where they chose in the ferry area was raised and it seems that there is no lorry park within the Milford Haven Port Authority area, although there has been a portakabin provided for washing and toilet facilities. There had been a number of parking tickets issued to people parking in residents bays in Princes street, Pembroke Street and Upper Meyrick Street. The Anti Social Behaviour in Albion square was discussed and PC Morris stated that they had only received two phone calls regarding this in the last couple of weeks. It was suggested that may be that people were worried about being identified. It was reported that there are only two uniformed officers covering an area from Lamphey to Angle.

PROPOSED by Councillor D King  
SECONDED by Councillor M Colgan

**RESOLVED**

That Superintendent Lewis is asked to address the Town Council on the manning levels at night in this Town.

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

No member had any item for discussion under this heading.

**133. ANY OTHER BUSINESS**

Councillor D King reported that there were problems at the junction of Church Street and Bush Street as vehicles parking on Bush Street are obstructing the vision of drivers. It would appear that the double yellow lines need replacing.

Councillor E Cook stated that at the accident that had happened at the Bush Street Ferry Lane junction a few weeks ago, a gentleman had taken responsibility for the safety of all at the scene until the emergency services arrived. Councillor E Cook asked that a letter is sent to this gentleman commending him on his actions.

Councillor S Perkins reminded the Town Council that the Christmas Festivities were starting on Friday 12<sup>th</sup> and Saturday the 13<sup>th</sup> December. There was to be a Lantern Parade from the Memorial Park to the Christmas tree in Lower Meyrick Street, with Christmas Carols around the tree along with Father Christmas.

Councillor S Perkins also reported that a consultants report regarding car parking charges will be given to Pembrokeshire County Council in the New Year.

Councillor S Perkins commented on the letter from Richard Shepherd of PALC to the Western Telegraph .

Councillor R Watts stated that he felt as Chair of PALC that Mr Shepherd was acting outside his remit and was not representing PALC in his letter. The Town Clerk was asked to write a letter to PALC expressing the concern of the Town Council.

Councillor P George reminded Councillors that an Ice Rink and charity stalls would be at the Pater Hall on Friday 12<sup>th</sup> and Saturday 13<sup>th</sup> December and encouraged everyone to attend.

### **134. PRIVATE AND CONFIDENTIAL**

PROPOSED by Councillor C Gwyther  
SECONDED by Councillor A McNaughton

#### **RESOLVED**

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

PROPOSED by Councillor C Gwyther  
SECONDED by Councillor A McNaughton

#### **RESOLVED**

That the minutes of the Private and Confidential Meeting, report of the Finance Officer held at the end of the ordinary meeting on 20<sup>th</sup> November 2008 be adopted.

PROPOSED by Councillor C Gwyther  
SECONDED by Councillor A McNaughton

#### **RESOLVED**

That the minutes of the Private and Confidential Meeting held at the end of the ordinary meeting on 20<sup>th</sup> November 2008 be adopted.

**The meeting ended at 2011hrs.**