

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 12th February 2015

PRESENT: Councillors P George, P Kraus, M Colgan, D Earl, G Goff, P Gwyther, A Lee, A McNaughton, J McNaughton, M Murton, J Phillips and T Wilcox

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

128.APOLOGIES FOR ABSENCE

Councillors P Folland, C Fortune, K Higgs and S Perkins

129.DECLARATIONS OF INTEREST

There were none

130.QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Mr Leyland, a representative of the members of the Pembroke Dock Library was in attendance.

Mr Leyland stated that whilst he and the other members of the library appreciate the current financial situation they were very disappointed not to have received any support from Pembrokeshire County Council and many people are outraged at the lack of visible support throughout their fight to try and keep the library open. Mr Leyland did thank the Town Council for their support.

Mr Leyland continued that over recent days much support had been given to protests against library closures in Cardiff which had ultimately been successful and he felt that Pembroke Dock deserved a better fight than it had received.

Councillor P George commented that the Town Clerk had investigated costs to keep the library open which had been set at £12,000. However for the Town Council to do this, this would need support from the Town's residents as the impact would ultimately be on their own council tax payments.

Councillor T Wilcox stated that the library was not a full closure but just a reduction in hours and the reality of cost cutting at the County Council is that there are more important things to save than one day per week at the library.

Councillor P George stated that the Town Council wished to commend library members for their efforts and she was aware that the library was used by people from further afield than Pembroke Dock. Hopefully with the commencement of the Life Hub facility which will be based at the library, the hours will not face any further cuts.

131.MINUTES OF 15th JANUARY 2015

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Murton

RESOLVED –That the Minutes of 15th January 2015 are adopted as a true record.

132.MATTERS ARISING FROM THE MINUTES OF 15TH JANUARY 2015

Item 123 of Town Clerk's Report – Oily Sludge Plant Planning Application

Councillor A Lee stated that this planning application was not on the Agenda for the Planning and Public Rights of Way Committee Meeting for February but would probably be scheduled for the March meeting of that Committee at County Hall.

Item 122 of Town Clerk's Report – Access Issues, 1 Lewis Street

Councillor M Colgan stated that the resident at this address was still having problems with access but she understood Councillor Goff was helping on this point. Councillor Colgan continued that the property does have 3 off-road parking spaces and if the access was always left available then this would mean 3 vehicles less parking within Lewis Street.

Item 137 of Town Clerk's Report – Meeting with Police and Crime Commissioner

It was questioned whether a revised date for Mr Christopher Salmon to meet with the Town Council had been agreed. The Town Clerk stated that no further correspondence had been received from Mr Salmon's office.

133.REPORT OF THE TOWN CLERK

138 Pembroke Silver Band Instrument Insurance

The Town Clerk stated that notification had been received from the Pembroke Silver Band Trust that their insurance is due. The Trust had requested the amount of £249.77 from Pembroke Dock Town Council; the same amount had been requested from Pembroke Town Council. The Trust's accounts show a balance of £2386.80 as of 31st March 2014.

The Town Clerk further stated it had previously been discussed about the attendance of the Silver Band at Pembroke Dock events and a letter had been sent to Mr Marsden at the start of 2015 regarding relevant dates for events for 2015. The Town Clerk confirmed that to date she had not received any confirmation from Mr Marsden that the dates can be attended by the band.

The letter received from the secretary of the Trust also stated that the instruments had been sorted and a number of instruments have been identified as no longer being in working condition therefore they requested permission for these instruments to be disposed of.

The Town Clerk commented to members if they were to accept this grant application to fund the insurance, she would advise that this is not paid until the new financial year as the grants budget for this year has been spent.

There followed a general discussion on the Constitution document that is in place between the Town Councils of Pembroke Dock and Pembroke and the Silver Band Trust. The Town Clerk stated that the letter that had been received from the Silver Band Trust had made no reference to any Constitution document and therefore the document would be checked to see what is in place and any decision could be made from there.

It was questioned whether the Town Council should agree to make a donation toward the cost of the insurance when it had not been made clear by the Band whether they would even attend any of the dates put forward for 2015 as it was felt the last two years or so the band had been conspicuous by their absence at some Town Council events.

It was further questioned that there surely must be some value to the old instruments and if these instruments do belong to the Town Council, then we should investigate perhaps via the internet as to whether these could be sold even at scrap value.

It was

PROPOSED BY: Councillor A Lee
SECONDED BY: Councillor M Murton
RESOLVED: That the amount of £249.77 be paid in the next financial year toward the insurance of the instruments once a response had been received from the Band confirming attendance at the dates advised by the Town Clerk for 2015

It was

PROPOSED BY: Councillor P Gwyther
SECONDED BY: Councillor J McNaughton
RESOLVED: That the Silver Band Trust are given permission to sell the instruments currently earmarked for disposal.

There followed a vote on the proposal which was unanimous.

139 Pensioners Friendship Club

The Town Clerk stated that a grant application had been received from this group. The aim of the group is to combat isolation experienced by elderly residents and promote a feeling of wellbeing and belonging.

The group had requested £250 to help fund an Easter afternoon tea. The accounts for the group show an amount of £2439.90 as of 22nd December 2014.

The Town Clerk informed members that if they were to accept this grant application to fund the event, she advised that the grant is not paid until the new financial year as the budget for this year had been spent.

It was questioned whether the tea was an event for the Friendship Group only or would it be opened to others. It was confirmed that it was for members only.

Following a discussion, it was suggested that a nominal donation of £50 was offered to the group as their accounts show sufficient funds available to cover the event.

It was **PROPOSED BY: Councillor P Gwyther**
SECONDED BY: Councillor G Goff
RESOLVED: That the sum of £50 is paid in the next financial year to the Friendship Club toward the Easter Tea.

There followed a vote on the proposal which was unanimous.

140 Town Guide

The Town Clerk stated that the Town Council had been approached by the Chamber of Trade to be part of the Town Guide for 2015. The Chamber would be printing 5000 copies initially to distribute throughout the county; they aim to distribute the Town Guides at the end of March. The Town Clerk commented that last year we received a number of complaints about the map printed within the guide which was not very clear.

An advertisement in the Town Guide would be £150 +vat (£180) for ½ page advert.

It was felt that the Town Council should continue to foster relationships with the Chamber and to advertise would show support for the town.

It was **PROPOSED BY: Councillor T Wilcox**
SECONDED BY: Councillor M Colgan
RESOLVED: That the Town Council take a half page advert in the 2015 Town Guide for the sum of £150 +vat

141 Registration Services – Outstation Service

The Town Clerk stated that we had been informed that due to the current economic climate and at the request of members who attended seminars during November, a review had been undertaken of the costs and benefits of providing an outstation service for the registration of births and deaths.

The review had identified that there had been a reduction in the footfall using this service and since the transfer of the special care baby unit from Wityhush to Glangwilli that the number of births in Pembrokeshire had decreased, which had resulted in more birth registrations being at the Carmarthenshire Registration office. It was therefore proposed that the outstation for Pembroke Dock is closed along with a number of other outstations throughout the county. The facility at Cherry Grove in Haverfordwest will remain.

It was commented that the population of Pembrokeshire had shown a marked increase between the censuses of 2001 and 2010 and therefore the review's findings do not seem right. It was further commented that the majority of babies are now born in Carmarthen and therefore registered in that area, however, the closure of the outstation services seem a small cost saving against a huge difference for Pembrokeshire residents.

Councillor Gwyther stated that we should oppose the decision to close the outstation service as it is a major inconvenience to South Pembrokeshire. Councillor Colgan stated that she seconded Councillor Gwyther's comment.

142 Spring Tides

The Town Clerk informed the meeting that Natural Resources Wales had advised some key dates throughout 2015 where there is expected to be high spring tides. The dates are as follows

21st February 2015
22nd March 2015
31st August 2015
28th September 2015

It was commented that the tides can also be very high a couple of days either side of those advised by NRW. The Town Clerk stated that NRW did suggest that there was never 100% certainty of the final heights and dates of tides and they would pass further information closer to the time of each event.

It was suggested that as well as the Website and Facebook pages, that the information was placed on the Noticeboard at the front of Pater Hall.

143 Pembrokeshire Local Service Board – Annual Public Services Event

The Town Clerk had been advised that the above organisation had invited members to attend their annual public services event which was being held on Tuesday 24th March from 1pm till 5pm at Letterston Memorial Hall in Letterston.

The event provided updates from the Local Service Board and its associated partnerships regarding the delivery of the Single Integrated Plan for Pembrokeshire 2013-2018 and you will be able to feed into the 2015-16 action planning process.

If any members wished to attend please let me know so I can book your space as spaces are limited.

Councillor A Lee stated that she was already due to attend this meeting however, if any other Councillor wished to accompany her, then they were welcome. Councillor J McNaughton stated she would attend the event along with Councillor Lee.

144 Road restrictions for safe movement of abnormal loads

There will be restrictions on Waterloo road and Roundabout on Monday 2nd March, the restrictions come into force at 00.01 hrs for the 24 hours.

145 Road Closures - Pembroke Road and Buttermilk Lane

From Monday 16th February 2015 there will be road closures on Pembroke Road and Buttermilk Lane, the closures will allow for resurfacing to take place. The closures will be in force for 2 weeks.

146 PLANED Newsletter

The latest PLANED Newsletter had been sent to the office if any member wished to view it.

147 Financial reports- Pensions and Salaries figures

The Town Clerk stated that whilst undertaking a number of checks it had been noted that the pension and salaries information presented to Council in previous financial reports had been incorrect. In members papers there was a revised report which shows the dates where the information had been incorrect and the correct figure which should have been presented.

It was

PROPOSED BY: Councillor A Lee
SECONDED BY: Councillor M Murton
RESOLVED: That the Revised Report containing corrected Salaries & Wages from September 2014 to January 2015 information was accepted as a true record

148 Pembroke Dock Youth Council

The Town Clerk had recently met with the interested students for Pembroke Dock Youth Council, and discussions had taken place as to how the youth council would work and what projects they would like to work on. There were a number of issues raised from the meeting, one being some of the children did not feel safe in certain areas of the Town. The Town Clerk stated that she is due to meet with the group again in a month to see how the issues can be rectified.

The interested pupils are very keen to make changes, but they are also very willing to work hard to get things moving. The Town Clerk asked for one or two councillors to be present at the next meeting to help support the interested pupils through the processes and encourage them.

Councillor P George would attend this meeting with the Town Clerk as she had been involved in this project from the start. Councillor A Lee stated that she would like to be involved as she is already involved with the Community School Youth Council and Councillor M Colgan also stated that she would attend the next meeting.

149 Mayor and Deputy Mayor Nominations

Nominations have been received for Mayor and Deputy Mayor. The only nomination received for Mayor is Councillor Peter Kraus, so from Thursday 7th May Councillor Peter Kraus will be Mayor for 2015-16.

A vote of members present confirmed that Councillor P Kraus would take the role of Mayor for 2015-2016.

The Town Clerk stated that there had been two nominations for Deputy Mayor - the nominations were Councillor J McNaughton and Councillor M Colgan. Therefore a vote was required.

There was a comment on whether the vote could take place now as the Constitution stated it should take place at the AGM of the Town Council. The Town Clerk stated that if this process did not take place before the AGM in May, then the Civic events could not be planned and organised and as a formality of the AGM a further vote would take place on the evening of 7th May.

The results of the ballot were announced by the Mayor, Councillor P George:

Councillor Jane McNaughton – 5 votes
Councillor Maureen Colgan – 7 votes

It is therefore confirmed that Councillor Maureen Colgan was nominated for the Deputy Mayor role for 2015-2016.

134.SUPPLEMENTARY REPORT OF THE TOWN CLERK

150 Valuation for Pump House and Pater Hall

The Town Clerk stated that as agreed by the Council a valuation of the above buildings had been undertaken. This provided figures to update the Fixed Asset Register in time for year end. The figures provided are not much different to what was expected.

The valuation document is available in the office should anyone wish to view it, they should contact the Town Clerk.

151 SLCC Conference – September 2015

The Town Clerk stated at the meeting in January it was requested that any member who wished to take the extra space to attend this conference please let her know. Councillor M Murton had contacted the Town Clerk to state she would like to attend, this was agreed by members.

152 Pembrokeshire County Council Savings Consultation

The Town Clerk wished to remind members that a consultation session was to be held on Wednesday 25th February at the Community School between 7pm and 9pm. The Town Clerk had also received information on a recent consultation which had been undertaken by the County Council and copies of this information had been provided for members at the meeting.

153 Life Hub Event – Pembroke Dock Library

The Town Clerk stated that all members should have received an email from the County Council with regards to the event at the Library which is on Wednesday 25th February between 2.30pm and 4.00pm. The Chair of Public Health Wales would be the guest speaker for the event.

135.ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

There were none.

136.REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Police Forum

Councillor M Murton commented that there were a number of items following the recent meeting: Dog Fouling – the PCSO team were working with the Dog Wardens in Central Llanion as this area was particularly bad at the moment, although all areas of the town would be visited in the next few weeks.

Park Lane – Resident continues to run a business from a garage in the area although permission had been refused by PCC for this. The Police will continue to visit and monitor the situation.

Commodore Hotel – Good news that the Housing Association will be in control of the housing that will be created however there remains a question over the density of the planned units.

Mill Road/Treowen Street – Speed checks will be carried out in this area with the PCSO's working with residents. Further areas of the town will also be subject to speed checks over the coming weeks and the Traffic Police will follow on to ticket offenders.

Bentlass Road/Treowen Road – continued bad parking despite some offenders being spoken to.

Bierspool Cycles – A recent training and safety session had been held for youngsters and the success of this means a further session will be held in May/June.

Library Disturbance – a recent spate of Anti-social behaviour had occurred at the Library and had resulted in the police being called. The parents of the boys in question had been visited by the police and the boys had been banned from the library for six weeks.

Trinity Road – the pavement had been repaired however the drop-kerb had been left in a very unsatisfactory state. The Town Clerk stated she will follow up with the County Council.

Power Station Liaison Group

Councillor M Colgan stated that she had attended the recent meeting and a shutdown had been confirmed for 18th April where 200 engineers would be required.

Other than that, it had been a good meeting and the Power Station had reported that foam problems had been well controlled during the last year.

Regeneration Group

Councillor J McNaughton requested that she be allowed to resign from her place on the Regeneration Group for a number of reasons including the group being quite disorganised; not appearing to have any unique events and relying on part arranged events rather than having their own ideas.

Permission was given for Councillor McNaughton to stop attending Group meetings.

Councillor McNaughton requested that one of the other Councillors who continue to attend ensure they feedback to the full Council Meetings going forwards.

Patient Participation Group

Councillor M McNaughton had attended the recent meeting of the PPG at Argyle Street and felt it had been a good meeting. One of the topics discussed had been to simplify the process on how to contact McMillan for support when required. At present there seems to be a question on when to contact them and also whether to contact via the surgery main number or to contact McMillan direct. Hopefully an update on this process would be available at the next PPG meeting which will be on 2nd March.

Other items that had been discussed included:

- The new phone system is installed and working
- A new PC system is due within the next two months
- Possibility of setting up a Youth PPG – however there is a question over what this would achieve. The Town Clerk stated that she would attend the next meeting of PPG to find out more information.
- A recent meeting had been held in Newcastle Emlyn of PPG Groups and perhaps one could be organised for Pembrokeshire.
- Although there is still a great lack of Doctors, the surgery has taken on a Pharmacist Practitioner who can issue prescriptions and eventually will also be able to carry out reviews of medication with patients direct, thus freeing up doctors time to a small degree.

Pater Hall Trust

Councillor P Gwyther stated that the outstanding amount from the grant had now been released and projects for the immediate future included replacement of lights in the main hall, new curtains for the stage and provision of some baby changing facilities.

However, the regulations had recently changed and where just 10% had to be met by the Trust with the remainder covered by the grant, unfortunately 50% had to be met by the Trust. Sadly this meant that either the lights in the hall or the curtains could be changed along with the baby changing area.

137.ACCOUNTS FOR PAYMENT

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Date	Description	Amount	Payment Method
09-01-2015	Hasty Bite – Town Awards Buffet	£357.00	
12-01-2015	N MacKay – Meeting Papers Postage	£21.45	
15-01-2015	Pembroke Town Council – Christmas Trees	£250.00	CHQ 100267
15-01-2015	B J Jones – Christmas Lights Removal	£4650.00	
27-01-2015	BT – Internet Services	£79.20	
27-01-2015	A Phillips – Painting Equipment	£8.90	
27-01-2015	Post Office – Postage Stamps	£20.16	
02-02-2015	Pater Hall Community Trust – Office Rent	£583.33	

PAYMENTS PREVIOUSLY AGREED e.g., Grants, Sec 137 payments, allowances

Date	Description	Amount	Payment Method
18-12-2014	Staff Christmas bonus £50.00 x 4	£200.00	
15-01-2015	SLCC Conference	£158.00	

ACCOUNT RECEIPTS

Date	Description	Amount
26-01-2015	Clarity Copiers – Return of Duplicate Payment	£57.13

SALARIES AND WAGES

06/01/2015-05/02/2015	Salaries and Wages	£3430.54
06/01/2015-05/02/2015	Tax and NI	£675.18
06/01/2015-05/02/2015	Pensions Contributions	£655.76

ACCOUNT BALANCES

05-02-2015	HSBC Current Account	£47283.08
05-02-2015	HSBC Premium Account	£52395.14

It was

PROPOSED by Councillor M Murton
SECONDED by Councillor A Lee
RESOLVED – That the Town Council approve payment of Accounts and Salaries and Wages payments from 9th January 2015 to 5th February 2015 as previously agreed.

138.AGENDA/REPORT ITEMS FOR THE NEXT MEETING

It was questioned whether there had been any resolution on the purchase of Memorabilia and the repair to the Mayoral Chain.

The Town Clerk reported that due to other more pressing items, no further progress on either had been made.

139.COMMUNITY ISSUES

Bethany Corner

Councillor D Earl had been approached by some residents to request a bus shelter in this location. Sadly it was unlikely that this would be able to be considered by the County Council.

Alleyway between Bargain Booze and Paul Sartori

Councillor G Goff stated that graffiti had been put in this area and could this please be reported for removal. Councillor J Phillips further stated that the alleyway was filled with rubbish bags. The Town Clerk stated that sadly these flats had been developed with no provision for residents to place their rubbish between collection days.

Christmas Lights

Councillor A McNaughton stated that a number of residents had expressed their disappointment on the Christmas Lights being predominately white. The Town Clerk stated that due to the way the previous contracts had been set up, a phased change of the colour -ways had to take place. It is hoped that by the next meeting we will have the proposed lighting for 2015.

Railway Lines

Councillor P Kraus commented that he had arranged for Stoddart Tyres to remove the old tyres from the area. The next phase will be to clear the space totally, line it and gravel laid.

Alleyway between the St Govans Centre Buildings

Councillor P Kraus stated that he would ensure that the alleyway is kept clear once he is back to full fitness.

Watersports Centre

Councillor P Kraus stated that as a Trustee of the Maritime Association, he can report that the association are going to speak to Pembrokeshire County Council to check whether the centre can be reopened.

Councillor A Lee stated that although there were a number of interested parties for the purchase of the centre, the outstanding decision on the Oily Sludge Plant planning application is having an impact on any decisions these parties might make.

Ward 10, Withybush Hospital

Councillor P George stated that she had received an email from Lyn Neville informing her of his efforts to keep Ward 10 open by the starting of a petition.

140.MAYORS REPORT

No events attended by the Mayor during the last month.

141.PRIVATE AND CONFIDENTIAL

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor P Gwyther

RESOLVED – That the press and public be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.

7. Changes to Hourly Rate and Contract for Street Cleaner

The Town Clerk reported back proposals from the Personnel Committee for changes to the hourly rate and changes to the contract of employment for the Street Cleaner.

It was

PROPOSED by Councillor M Colgan

SECONDED by Councillor M Murton

RESOLVED – That the increase in hourly rate and the contract changes to the work hours pattern during the winter months are accepted.

8. Pater Hall Cleaning and Caretaking Costs

The Town Clerk asked members to clarify a proposal made at the 31st July P&C Meeting of the Town Council following correspondence received from the Trust of the Pater Hall.

No clarification was agreed by members during the meeting and therefore the Town Clerk would contact the Monitoring Officer for his interpretation and guidance on the way forwards.

There being no further business the meeting closed.