

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 18th December 2014

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

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Nicola MacKay – Administrative Support Officer

102.APOLOGIES FOR ABSENCE

Councillors P Folland, C Fortune and J McNaughton

103.DECLARATIONS OF INTEREST

There were none

104.QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no members of the public present.

105.MINUTES OF 27TH NOVEMBER 2014

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor A McNaughton

RESOLVED –That the Minutes of 27th November 2014 are adopted as a true record.

106.MATTERS ARISING FROM THE MINUTES OF 27TH NOVEMBER 2014

Item 95 of Town Clerk’s Report – Welcome Signage for Pembroke Dock

It was questioned whether any response had been received from the Trunk Road Agency. The Town Clerk stated that a written request had been sent to the Highways Department of the County Council asking them to keep the Town Council aware of any changes the TRA might have for roads around Pembroke Dock.

Item 110 of Town Clerk’s Supplementary Report – CCTV Freedom of Information Request

It was questioned which way round the Town Clerk had requested information on CCTV – directly to Dyfed Powys Police or via a formal FOI request. The Town Clerk stated that the formal process is to submit an FOI request initially. It was further commented that the police had responded stating that the CCTV information should be requested from Pembrokeshire County Council as it was not Dyfed Powys Police. Further correspondence received from PCC informed the Town Clerk that the CCTV cameras in question were in fact operated by the police force and therefore would need to be requested from them after all. The Town Clerk stated that as Dyfed Powys Police had closed the original FOI request, she had sent a further FOI request to the police requesting the information again.

There followed a discussion on the CCTV that is currently within the town and whether the monies charged for the monitoring of this could be better used elsewhere. The Town Clerk stated that the CCTV is “passively monitored” within the town, this meaning that the camera recordings would be available for viewing should it be required for any reason. It was noted that the recordings would not be held indefinitely as most CCTV systems hold data for between 21 and 30 days only.

The Town Clerk stated that she had distributed a document amongst some councillors for review, which is a consultative document from the Police and Crime Commissioners Office on provision of CCTV in Pembrokeshire. The Town Clerk requested that this document is reviewed by councillors prior to the visit in January of the Police and Crime Commissioner, Christopher Salmon.

Item 108 of Town Clerk’s Supplementary Report – Bethany Christmas Tree Festival

The Mayor stated that the Town Council had prepared a tree for the festival, which was now on within the Bethany Chapel and suggested that all councillors try to make the effort to view the Town Council tree if possible.

107.REPORT OF THE TOWN CLERK

113 Adverse Possession of the Old Railway Lines

The Town Clerk stated at the meeting of this Council on 27th November, she raised the proposal from the regeneration group regarding the Town Council taking an adverse possession on a section of the Old Railway lines. At the meeting members questioned the costings and police comments. Comments have since been received from the police, who would only be happy for the area to be cleared if there was to be lighting installed.

The cost of installing lighting in the proposed area would not be easy and could be very costly to the Council. The Town Clerk had looked into the insurance costs for the land and it would be approximately £200 extra per annum for the land to be covered. Due to the comments from the Police the Town Clerk felt this project would not get the full permissions required from the County Council and therefore advised that Council do not progress the adverse possession for the land. The Town Clerk asked for members’ further comments.

A discussion followed in which it was mentioned whether the decision of the police could be put into question as it would be sad that we could not take the opportunity to tidy up the area especially in light of the fact that work had commenced on the new Transport Interchange off of Water Street. Being able to open up the old railway lines would provide a lovely walkway into the town centre.

It was further mentioned that the Pembroke Dock Chamber of Trade had suggested that if the Town Council take the Adverse Possession, then the Town Council could transfer the land to the Chamber of Trade for them to take on the ongoing upkeep and maintenance of the area. The Town Clerk stated that transferring of the land would not be an option from the Town Council to another organisation.

It was then questioned whether the Town Council should formally write to Govan Davies Estates and ask them to clean up the middle section of the railway lines (between Gordon Street and Water Street) as this section of land is owned by their subsidiary company Justima Limited and therefore should be their responsibility to keep clear. The emphasis of any correspondence must state that the area must be tidied up to ensure that vermin problems do not arise because of all the rubbish.

It was stated that perhaps the Chamber of Trade should take on the Adverse Possession route for the unregistered section of land between Gordon Street and St Govans Shopping Centre (next to Parfitts Carpets).

114 Council Tax Band – Precept Request

The Town Clerk informed the meeting she had received notification from the County Council that they have set the tax base for Pembroke Dock, with the band D equivalent of £3348.04. The Town Clerk had sent the precept request to the County Council, the precept amount being £150,720, which is the same as last year. The precept will be paid in 3 instalments as it has in previous years.

115 Off Street Parking Variations – Gordon Street and Lower Meyrick Street Car Parks

The County Council had sent proposed information regarding changes to the above car parks. They have proposed that the 2 car parks have Seasonal and Winter periods introduced. The periods are as follows

Seasonal Period – 1st March to 31st October	0900-1900 hours
Winter Period – 1st November to 29th February	0900-1700 hours

116 Review of Electoral Arrangements for the County of Pembrokeshire

The Town Clerk stated she had received copies of the final proposals for the electoral arrangements for Pembrokeshire which had been submitted to the Welsh Government for consideration. The proposals are as follows:

Llanion and Central Ward are to merge
Pennar and Market Ward are to merge

The information was available in the office to view if any councillor wished.

It was questioned what implications this would have for the town? The Town Clerk stated that there were currently no proposals for changes to the Town Council but with the proposed changes, the town would end up with one extra County Councillor.

117 Pembroke Dock Library

Further to the proposals set out in the November meeting regarding the change of hours at Pembroke Dock Library, the Town Council had been asked if they would consider taking on the extra costs to keep the library open for the same hours which it current stands.

The Town Clerk had been informed that the approximate costs to keep this service going would be approximately £12,438.05 per annum.

It was commented that it was a statutory obligation for the county council to provide library services and the Town Council should not pay any extra funds towards keeping the library service open.

118 Savings Consultation – Town and Community Councils

Pembrokeshire County Council, like other local authorities, needs to make savings in order to balance their budget. There were recently two savings consultations held with Town and Community Councils, which identified potential areas where savings could be made. At these sessions it was agreed that Town and Community Councils should be contacted to formally ask them for assistance in helping Pembrokeshire County Council to meet their savings target.

The Town Clerk stated as members were aware, the Town Council already provide some street cleaning services for 16 hours a week. The Town Clerk felt that it may be worth having a seasonal worker for the summer periods in order to expand this service, this would fit in with the hanging baskets, and she further suggested that the pump house roundabout be taken over for planting during 2015.

Further areas where the Town Council could assist for example might include supplying orange bags from the office and even maybe expanding the service further by assisting with blue badge and bus pass applications.

It was commented that as a Town Council we are taking on too much expenditure and we should not take over the planting of the Pump House Roundabout. However, it was further commented that the provision of a seasonal worker would be a good idea and definitely carry on with the floral displays during the summer months as they are a feature of the town.

It was stated that perhaps investigating a company who could carry out the full watering and feeding regime, as well as the initial planning of the floral displays, would be a good idea and a way of comparing costs against employing a seasonal worker.

The Town Clerk asked members to let her know if they had any further ideas of ways that the Town Council could assist with current County Council services. It was commented that before any of these extra tasks were formally taken on, any implications to the office staff should be looked at.

119 Committee Terms of Reference

The Town Clerk had been revising the terms of reference for the Personnel Committee, and felt that it would be worth all committees of this Council having terms of reference. The Town Clerk would therefore be approaching each committee with proposed terms of reference for agreement, which would then be brought back to Full Council in the New Year for review.

120 Mayoral Civic Dinner

The Town Clerk had been informed by Tenby Town Council that their Civic Service is planned for Friday 8th May 2015 and this would be the same date as our own Civic Dinner. The Town Clerk asked members if they wished to change the date of Pembroke Dock's Civic Dinner or are members happy to hold it on the same evening as Tenby?

It was noted that prior to 2013/14, Tenby had always had their Civic Dinner toward the end of May.

It was commented that since the inception of this Town Council in 1986, the Civic Dinner had always been the first Friday of May and therefore it was agreed that we should go ahead with the usual date – this being 8th May 2015.

On this subject, it was questioned on a choice of venue for 2015 Civic Dinner and a general discussion ensued on whether to use the Cleddau Bridge Hotel or hold at the Pater Hall as the latter had been very successful for 2014. It was decided that the Pater Hall worked very well and this should be chosen again for 2015.

121 Front Street Boatyard

The Town Clerk had received a letter from David James of the West Wales Maritime Heritage, who are currently working on opening the boat yard on Front Street to members of the public as a tourist attraction. They plan to utilise the building which is already in situ with no changes. They have been informed by the County Council that they would be required to submit a planning application to allow for consent to allow public entry into the yard. Councillor P Kraus suggested to Mr James that the Town Council may be able to assist by submitting the application on their behalf along with the fee of £330. David James has stated that he would be able to prepare all the paperwork for Council to examine before submission to the County Council. The Town Clerk asked for members comments?

It was commented that as the planning application would be sent to the Town Council for their review as a consultee then it could be seen that we already have a prejudicial interest if we submit the application on behalf of the WWMH. It was suggested that the group apply for a one-off grant to the Town Council for the £330 fees required for the application.

Councillor A McNaughton stated that as the area forms part of the proposed development of a Marina in the town, he cannot see how we could consider a grant and on this basis he proposed that the request to help the group is declined.

It was

PROPOSED BY: Councillor A McNaughton

SECONDED BY: Councillor G Goff

RESOLVED: That the request from WWMH for assistance to submit the planning application is refused.

122 Access Issues – 1 Lewis Street

For information the Town Clerk had received a letter from Mr N Owens regarding the issues he is having with accessing his property at 1 Lewis Street. He stated that cars are parking across the access to his property; Mr Owens has spoken with the local policing team and also the County Council who had advised him to contact the Town Council. There are double yellow lines in place on the road but Mr Owens is asking for double yellow lines to be installed onto the pavement.

The Town Clerk had passed Mr Owens letter onto the County Council and advised them that this is an issue which the County Council are to deal with and not Pembroke Dock Town Council.

It was commented that perhaps double red lines could be an idea which do not allow parking of any sort including blue badge holders.

108.SUPPLEMENTARY REPORT OF THE TOWN CLERK

123 Oily Sludge Planning Application 13/0818/PA

The above application was due to be heard at the Planning and Rights of Way meeting on 16th December but was withdrawn, the planning committee of this Council met on Friday 12th December to discuss and agree a plan of action. It was agreed at this meeting that letters would be sent to a number of people including the AMs and MPs to highlight the issues residents of Pembroke Dock would be facing with this application.

It was questioned as to the reason for the withdrawal of the application from the agenda. It was stated that the applicants were making a number of changes to the final application plus the County Council had received a number of objection letters from residents of Pembroke Dock to which they wanted to look into.

Councillor T Wilcox left the meeting at this point

124 Proposed Plans for Town Council Offices

A meeting had taken place on 18 December with the Chair of the Pater Hall Trust regarding the plans for the new proposed offices. During the meeting it was stated that the approximate size of the office space would be 15ft x 11ft, the wall between the offices and the Warrior Room would be sound proof and the windows would require some form of secondary glazing.

The Chair of the Pater Hall Trust stated that the offices would be handed back to the Town Council as a plain skimmed wall finish, and the Town Council would then install its own electrics, flooring etc. The Town Clerk had provided copies of plans for members to view.

The Pater Hall Trust was looking for agreement from the Town Council for the proposed plans. The Town Clerk had looked at the plans further since the meeting, and the space of the offices is slightly larger than we have now, but she does have concerns regarding the office security. If the proposed Town Council access is going to be used for users of the hall, the Town Clerk felt this would make the office and equipment vulnerable when the Town Council offices are closed even with the security alarm system in place.

It was questioned why the Town Council would have to take ownership of a "shell" and then complete the office electrical works and fit out when, as a tenant of the Pater Hall Trust, surely we should expect a fully completed space. It was commented during the discussion that the two organisations should work together on the office relocation project and regular review meetings must be instigated and regularly held throughout the process to ensure that the tender process and build works are completed in a fair manner.

It was commented that following the Pater Hall Trust AGM held earlier on December 18th that the proposed plans for the office formation would not now be submitted until after the January meeting of the Trust.

The Town Clerk commented further about the possible security issues of a shared entrance for Town Council offices and community users of the Warrior Room. The Pater Hall Trust do not manage the entrances once they are opened for users of the rooms within the hall and therefore anyone from the street could access the entrance and perhaps gain access to the Town Council offices without knowledge of any of the Trustees or Caretaker.

Councillor A McNaughton wished to put a proposal to members, namely that the Town Council meet with the Pater Hall Trust to request the new offices are completed fully and the final costings are shared via one tender process on completion.

It was

PROPOSED BY: Councillor A McNaughton

SECONDED BY: Councillor M Murton

RESOLVED: That the Town Council share costs for the new offices once they are fully completed.

125 CCTV Information

As previously commented earlier in the meeting, the Town Clerk had received a large document from the Police Commissioner with regards to CCTV in Pembrokeshire, they are looking for comments from the Town Council by 14th February. The Town Clerk suggested that members who are due to meet with the Police Commissioner on 29th January read through the document and pass their comments back to her.

109.ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

There were none.

110.REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Personnel Minutes

It was questioned whether naming of the Chair of the Personnel Committee should have been noted within the minutes attached to members papers as it was not usual to do so. The Town Clerk stated that this had been done for information for that particular meeting only as there were a number of new members to the Personnel Committee at that meeting. The new Terms of Reference once they have been prepared would make note to this for future.

It was

PROPOSED BY: Councillor A McNaughton

SECONDED BY: Councillor M Murton

RESOLVED: That the minutes of the Personnel Committee meeting of 27th November be adopted as a true record.

It was further questioned from the Personnel Minutes within the Website Committee section, about the outstanding monies that had been mentioned therein. Councillor P Gwyther stated that he was not happy with the process of how the monies had been taken from the account but this was being looked into further. In the meantime the Town Clerk had put a stop on that account with the bank so no further transactions could take place.

Police Forum

Councillor M Murton stated that the police were looking into ways of forming links with local businesses and pubs/clubs that have CCTV operating in or around their premises. It was not sure how this would or could be implemented at this stage.

Some complaints had been received about the business within Park Lane due to a flood light being on until 2am in the morning whilst work was carried out.

The Police were implementing a "zero tolerance" on alcohol with immediate effect.

Further problems within the town had included a spate of burglaries across a number of streets toward the west of the town. Councillor A Lee stated that Victim Support offer a mini-alarm system that is attached to door handles and is an audible alarm should your door be tried by someone. These alarms are approximately £5.00. Perhaps information could be placed on the noticeboard or website?

Priorities for the month included dog fouling. Some of the officers had been patrolling with the dog warden and this had resulted in one person being fined £75.

Pater Hall Trust AGM

Councillor P Gwyther commented that the AGM had taken place earlier on 18th December and that he was pleased to report a full quota of 5 community trustees had been reached. The Trust had also finalised their accounts for the year ended 31 March 2014.

Lantern Parade

Councillor D Earl commented that the recent Winter Festival Lantern Parade had been a successful evening and the new addition of the Christmas market was a big draw in getting people to the old market building afterwards.

Louisa Sanders Trust

The Mayor, Councillor P George, stated that she had attended a recent meeting of this small charity who only meet once or twice a year. The recent meeting had included applications from six very deserving causes who had received varying amounts in financial assistance.

111.ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
19-11-2014	Poundstretcher Ltd	£8.97	
20-11-2014	Post Office	£68.51	Debit Card
18-11-2014	The Dragons Den Fancy Dress	£71.95	Paypal
24-11-2014	The Glow Company	£201.95	
25-11-2014	Argos	£17.99	Debit Card
01-12-2014	Brian Jones – Electrician – Christmas Lighting	£7260.00	
01-12-2014	Pater Hall Community Trust Office Rent	£583.33	DDR
04-12-2014	Clarity Copiers Ltd	£57.13	
04-12-2014	Wilko	£14.45	Debit Card
04-12-2014	Poundstretcher Ltd	£14.94	Debit Card
04-12-2014	Amazon	£14.40	Debit Card
08-12-2014	Viking	£45.96	
08-12-2014	Tenby Observer	£42.00	
10-12-2014	Princes Gate Water	£37.54	

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

Date	Description	Amount	Payment Method

ACCOUNT RECEIPTS

Date	Description	Amount
08-12-2014	Princes Gate Water – Credit note	£1.26

SALARIES AND WAGES

06/11/2014-05/12/2014	Salaries and Wages	£3296.95
06/11/2014-05/12/2014	Tax and NI	£650.26
06/11/2014-05/12/2014	Pensions Contributions	£679.11

ACCOUNT BALANCES

11/12/2014	HSBC Current Account	£14050.15
11/12/2014	HSBC Premium Account	£52390.16

It was

PROPOSED by Councillor M Murton
SECONDED by Councillor A McNaughton
RESOLVED – That the Town Council approve payment of
Accounts and Salaries and Wages payments as previously
agreed.

112.AGENDA/REPORT ITEMS FOR THE NEXT MEETING

There were none.

113.COMMUNITY ISSUES

Pennar Point

Councillor P Gwyther stated that he had received an email from a resident of Pennar Point who was concerned about some anti-social activity outside his premises and therefore wanted the street lighting not switched off overnight. The resident had been in touch with the police and an Incident Resolution Team Advisor had advised him to approach the Town Council as we are responsible for the street lighting. Councillor Gwyther commented on concerns about the wrong information being given to residents when they approach different organisations and asked if this could be highlighted with the police resolution team.

Gashouse Lane

Councillor P Kraus had carried out a litter clear up within Gashouse Lane following some complaints received from residents.

Ex-mayor Mr Ron Watts

The Mayor, Councillor P George, informed members of the sad news that the wife of Ron Watts had recently passed away with the funeral being held on Friday 19th December. Councillor George would be attending the funeral and would wear the civic chain as a mark of respect to Mrs Valerie Watts as a past Mayoress. The family had requested no floral tributes but rather donations to the Sunderland Ward at South Pembrokeshire Hospital. It was agreed that a donation be sent on behalf of the Town Council in Mrs Watts' memory.

Staff Christmas Bonus

The Mayor, Councillor P George commented that the staff of the Town Council had worked hard during the year and payment of a £50 bonus should be given to them as a gesture of appreciation for their work.

It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor M Murton
RESOLVED – That the Town Council approve payment of a £50
bonus to each staff member for Christmas.

114.MAYORS REPORT

The Mayor, Councillor P George commented that she had attended the following events over the last few weeks:

- Winter Festival Lantern Parade - well attended by the people of the town and the new destination of the Heritage Centre worked very well.
- Santa's Grotto and Christmas Fayre at the Pater Hall - again well attended and the Fayre stall holders had some lovely items for sale.
- Townswomen's Guild – Christmas Service
- Neyland Carol Service
- Swimming Club anniversary event and medal presentation
- Pembroke Dock Community School – the end of term awards assembly where the winners of the recent competition to design a logo for the Regeneration Group were presented with their prizes.

There being no further business, the meeting closed with the Mayor wishing all members present a Happy Christmas.