

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 4<sup>th</sup> September 2014

**PRESENT;** Councillors P Kraus, M Colgan, D Earl, P Folland, G Goff, P Gwyther, A Lee, J McNaughton, A McNaughton, M Murton, S Perkins, J Phillips, A Wilcox

**IN ATTENDANCE;**

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Nicola MacKay – Administrative Support Officer

**49. APOLOGIES FOR ABSENCE**

Councillors P George, K Higgs & C Fortune

**50. DECLARATIONS OF INTEREST**

Councillors M Colgan, G Goff and D Earl declared an interest in Item 62 of the Town Clerks report, due to personal interest.

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

There were no members of the public present.

**52. MINUTES OF 31<sup>st</sup> July 2014**

Councillor Folland wanted to clarify the omission from the minutes were she had previously commented on the danger which the Pembroke Street roundabout and Commercial Row junction posed.

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor M Murton**

**RESOLVED – That the Minutes of 31<sup>st</sup> July 2014 are adopted as a true record with the addition of the point made above.**

**53. MATTERS ARISING FROM THE MINUTES OF 31<sup>ST</sup> July 2014**

**Village Green – Queen Street**

It was stated by the Town Clerk that work had been undertaken on the section of land in Queen Street to identify when the section of land became available for use for the public. In order for the Town Council to lodge a Village Green application there had to be 20 years' worth of use from the community, it was stated that the land had only been available for 19 years and 6 months as the land only became available in January 1995, the Town Council were therefore not able to lodge a village green application on the land.

It had been highlighted that Pembrokeshire Housing Association had been approached regarding the land; they were in the process of putting together plans for properties to be built on the land. Residents had highlighted their concerns about the land being built on. The Town Clerk had advised residents that they should send letters of objection about the land being built on to Pembrokeshire County Council to ensure that their concerns were noted.

It was stated that the residents surrounding that area feel very strongly about the land being preserved as a green area and not built on, it was noted that in the region of 90 letters had been completed.

The Town Clerk stated that a letter template had been sent to residents for them to address, sign and return to the Town Council Offices.

Councillor A Lee stated that she had been informed that it was suggested four houses are to be built along Queen Street, leaving the remaining green area behind the new properties. Councillor Lee also stated that Pembrokeshire County Council had asked her to find out members comments on this.

A general discussion took place as to whether leaving a remaining green area to the rear of properties would lead to anti-social behaviour. It was also discussed if the requirement for family housing was more important for the town than the retention of the open space.

The Town Clerk stated that a meeting had been set for Tuesday 9th September between Helen Leighfield the Principal Valuer for PCC, Councillor Murton and herself to discuss the issues, the Town Clerk also stated that she would bring the information from that meeting back to Council members at the next meeting.

#### **Memorial Park, Bush Street**

At the last meeting it was stated that there were several issues arising with the maintenance of the Memorial Park, it was noted that the fencing around the children's play areas to deter dogs from entering those areas had fallen or been pushed down, the wall next to the Bowling Club had crumbled leaving rubble on the pathway, hedgerows need cutting, all pathways within the park are disintegrating, and the flower borders need to be weeded regularly.

The Town Clerk stated that she had been in contact with the Safe Routes Coordinator Sue Lewis to discuss the pathways in the Memorial Park to see if they could be included in the bid for the next application, Sue Lewis had confirmed that she would take a look at the area to see if it could be included. Councillor S Perkins commented that if Safe Routes were unable to help then Pembrokeshire County Council maintenance department should be contacted regarding this issue.

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

##### **54. Maternity and Neonatal Services Withybush Hospital**

The Town Clerk stated that leaflets and information had been received from Hywel Dda Health Board regarding the above services; the information stated that changes had already been made to the services. The leaflets had been distributed to residents; she also stated that the information had been shared on the Town Council website and Facebook page.

Several members commented that not all residents had received this information.

The Town Clerk stated that a letter would be sent to the Chairman of Hywel Dda Health Board highlighting this fact.

##### **55. Noticeboard**

The Town Clerk highlighted as stated at the last meeting of this Council, planning permission had been agreed for a new notice board to be erected on the Pater Hall frontage. As members may recall the different companies had been looked at previously and it was agreed that Creative Solutions were the best company to go with. The noticeboard from this company would cost £671.30.

It was stated there would be some electrical installation required from an electrician which the Town Clerk was obtaining quotes for, but it was anticipated that the overall cost would be around £1000.

The Town Clerk asked for member's agreement to go ahead with the purchase and fitting of the noticeboard.

It was

**PROPOSED by Councillor M Colgan**  
**SECONDED by Councillor J McNaughton**  
**RESOLVED – That the purchase and installation of the noticeboard can go ahead and incur costs not exceeding £1000 under the Council's legal power of Local Government Act 1972, s.144.**

#### **56. Letters of Thanks**

The Town Clerk informed Council two letters of thanks had been received from the Men's Shed and also The Ambulance Team from Pembrokeshire Crucial Crew; both groups have invited members to attend their open days.

#### **57. Pembroke Dock Civic Society Kite Flying Competition**

Pembroke Dock Civic Society had been in contact to inform members that the Kite Flying Competition which was planned to celebrate the Bicentenary will unfortunately not be going ahead due to circumstances which were out of their control. The cheque which this Council granted to the group had therefore been returned.

#### **58. Licence application for The Helm 11-13 Commercial Row**

*Councillor A Wilcox declared an interest in this item.*

It was brought to Council's attention that a Licence application had been received for the above property.

The Licence requests permission for:

- Opening hours with the supply of alcohol Sun- Thurs 11.00am – 24.00 & Fri-Sat 11.00am – 01.30.
- Live or recorded Music Sun- Thurs 20.00-24.00 Fri-Sat 20.00-01.30
- There is to be food served on the premises.

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor M Colgan**

**RESOLVED – That the application was supported without further comments.**

#### **59. Safe Routes – High Street and Treowen Road crossing**

The Town Clerk stated there is to be a new pedestrian crossing installed at the junction of High Street and Treowen Road. The planned date for the construction of the island was the 25th August 2014 which will take 3-4 weeks to complete.

#### **60. Bush Hill/Ferry Lane junction traffic signals**

It was noted by members information had been received from Ben Blake the traffic engineer at Pembrokeshire County Council to inform us that the proposed traffic signals on the Ferry lane/Bush Hill junction had been delayed due to a number of concerns raised with delays to traffic on the A4139. These concerns had been addressed and reported back, the proposed start date for the works to commence had therefore now been pushed back to 29th September 2014.

#### **61. Regeneration – Town Team funding request**

It was noted that working with Communities First the Regeneration Group are working towards securing a property in the centre of town to encourage new businesses to trade. The Town Clerk stated the shop will have allocation for 6-8 new business traders with enterprise support being provided by Communities First. The group had put their proposal forward to the Regeneration Department of Pembrokeshire County Council and requested funding for the project.

The Town Clerk informed council that the proposal from the group was detailed in her report as;

*Pembroke Dock needs more destination shops to bring additional customers into the town. One way to provide a catalyst for further destination shopping is to foster local talent and provide an outlet for it, so that local customers can come and shop for lovely items while supporting people they know. Pembroke Dock's enterprise project will provide training, premises, marketing and promotion opportunities for entrepreneurs in Pembroke Dock to begin their business career. It will also increase footfall in our lovely but sometimes overlooked town.*

*With the backing of Pembroke Dock Town Team, a working partnership of Pembroke Dock Town Council and Pembrokeshire Communities First (using their officer time and commissioned enterprise expertise), will manage the project and drive it forward.*

*Working from a prominent shop front location in the heart of the town, we envisage a series of enterprise events at key times of the first trading year to showcase local business ideas and products and increase shopping footfall in the main thoroughfare. People who are ready to start or expand their own businesses will be encouraged to take up more permanent space in the second trading year.*

*Some of the beneficiaries will be young entrepreneurs, including school and college students, and this will bring their families into the town to shop at our events. There will be links to planned enterprise activity in Pembroke Dock Market and we will be working closely with Job centre Plus to ensure that people who want to showcase their products can do so within JCP guidelines.*

It was stated that Communities First would be able to provide £8,000 worth of match funding for the project, the group were looking for £3,000 to complete the total amount of match funding required. It is anticipated that this project will run for 2 years with a review being undertaken after this point.

It was questioned as to which property the group were looking to use, the Town Clerk stated it was to be one of the properties which used to be the old Nutshell building in Queen Street. In a discussion Councillors questioned other premises such as the old Spar shop, Lloyds Pharmacy and Shoe zone buildings, it was explained by the Town Clerk that the premises discussed had all been looked at but are not viable due to rental costs being too high and too much repair work needed to the building.

Although there were concerns from some members on lack of information given within the funding request and a concern there is not enough footfall into Queen Street, it was highlighted that this type of venture is a great way to encourage young/inexperienced entrepreneur to test their products/businesses, to enable them to gauge whether it was a viable service/business and hopefully this would encourage people to take over the empty business premises within Pembroke Dock.

It was

**PROPOSED by Councillor S Perkins**  
**SECONDED by Councillor M Colgan**  
**RESOLVED – That £3000.00 would be granted to the Pembroke Dock Regeneration Group under the Council’s legal power of Local Government Act 2000.s144**

**There followed a vote on the proposal with two members voting against and eleven members for the proposal.**

## **62. Town Awards**

Town Clerk asked members to review the 3 nominations that had been received for Town awards. The information was provided with members papers, although there were two more nominations submitted on the night.

It was discussed by members that as the other nominations were sent out with their meeting papers for their perusal the Town Awards submitted should be put forward at the next meeting.

## **63. Oily Sludge response – Waterloo Industrial Estate**

A reply had been received from Hugh Towns regarding the questions which were sent to him from this Council, The Town Clerk attached a copy of the response to member’s papers. Councillors were asked for their comments.

It was stated by members of their disappointment in the way the response did not give them any substantial answers, County Councillors in attendance were questioned as to whether they had any information on this issue.

Councillor S Perkins stated that she had met with Hugh Towns and discussed this matter with him, it was then noted that it had been called to Planning and Rights of Way Committee meeting on 7<sup>th</sup> October 2014.

Councillor S Perkins asked for member's views on the issue so that she can take them back to PCC.

Councillor D Earl stated that he will approach the people he has previously spoken to who have voiced their concerns, to try and get them to put it in writing.

It was also noted at this point that a company that had previously looked at the site, turned it down as the land was unable to be piled.

The Town Clerk stated that a reply would be sent to Hugh Towns stating the members response.

#### **64. Budget setting meeting with Pembrokeshire County Council**

The Town Clerk stated that there is to be a budget setting consultation meeting taking place with Pembrokeshire County Council on Tuesday 14th October at 7pm in County Hall. The Town Clerk hopes to attend this meeting. It was also stated that there is space for a Councillor to attend. The Town Clerk asked for a volunteer to attend this meeting.

Councillors J McNaughton and J Phillips stated that they would like to attend.

#### **65. Opening Hours of Pembroke Dock Police Station**

The Town Clerk stated that an email from Councillor P Gwyther regarding the opening hours of Pembroke Dock Police Station had been received. Councillor P Gwyther had raised concerns regarding the amount of days which the station had been closed when it had been scheduled to be open.

There was a Freedom of Information request put in, the outcome of this request was attached to members papers. The Town Clerk asked for member's comments.

It was noted that the station was already closed in the evenings and weekends. When asked the Police could not verify the exact amount of visits they had received from the start of the year.

After a discussion Councillor A Lee suggested that a letter be written to Christopher Salmon to highlight the above issues and concerns.

#### **55. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT**

There were none.

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

##### **Police Forum**

Councillor M Murton stated that a number of issues were discussed at the last Police forum. It was brought to people's attention that a 15 year old girl had been approached by two men in Munro Court; the men had tried to get the teenager to get into the van they were driving. Police have asked the public to be aware of this issue and not be alone on the streets.

Councillor M Murton informed members that machinery had been stolen from Llanion, Neyland and Llanreath. A number of work vans had been damaged outside of people's homes and machinery stolen. It was noted that three people who were not local to the area had been apprehended, charged and let out on bail.

Councillor M Murton also stated that the Police were looking for a name and address for the new owners of the Nutshell property in Queen Street as they are blocking the garages at the rear of the property with the copious amount of vehicles they own.

It was stated that residents have asked them to move their vehicles to gain access to their own garages and have been met with a surly disposition and a refusal to do so. It was also noted that they had knocked down the existing garage and built a new, bigger version. Residents had approached Pembrokeshire County Councils Planning department to ask if an application had been submitted, PCC were able to tell them an application had not been submitted to them and they would send a Planning Officer out.

Councillor M Murton questioned traffic problems within the town, especially the speed of traffic along Bush Street and other areas around the town. Councillor Wilcox stated that Military Road, Pennar had already been speed tested and the average speed was recorded as 35.6mph. The Town Clerk stated that this was to soon take place on Bush Street.

#### 57. ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
07/08/2014	The Playwrite Group Plc-Christmas Presents	£390.96	Debit Card
12/08/2014	N Mackay – Post Office Ltd Postage	£2.38	
13/08/2014	Princes Gate Water – Bottled Water	£13.14	
19/08/2014	Printerland – Toner	£124.42	
19/08/2014	Princes Gate Water – Bottled Water	£11.88	

#### **PAYMENTS PREVIOUSLY AGREED** eg, Grants, Sec 137 payments, allowances

Date	Description	Amount	Payment Method
01/08/2014	West Wales Maritime Heritage-River Rally	£50.00	CHQ100253
01/08/2014	Pembroke Dock Mens Shed Grant	£150.00	CHQ100251
01/08/2014	Crucial Crew Ambulance Team Grant	£150.00	CHQ100252

#### **ACCOUNT RECEIPTS**

Date	Description	Amount
06/08/2014	Pater Hall Trust Month 4 Invoice	£291.57
26/08/2014	Pembrokeshire County Council – Precept	£50240.00
19/08/2014	Civic Society Return of Grant Money	£200.00

#### **SALARIES AND WAGES**

06/07/2014-05/08/2014	Salaries and Wages	£4969.05
06/07/2014-05/08/2014	Tax and NI	£1008.36
06/07/2014-05/08/2014	Pensions Contributions	£648.75

## **ACCOUNT BALANCES**

29/07/2014	HSBC Current Account	£52272.94
29/07/2014	HSBC Premium Account	£52382.85

It was

**PROPOSED** by Councillor J McNaughton  
**SECONDED** by Councillor A McNaughton  
**RESOLVED** – That the Town Council approve payment of Accounts and Salaries and Wages payments, and also approve payments previously agreed.

### **58. AGENDA/REPORT ITEMS FOR THE NEXT MEETING**

Town Awards

### **59. COMMUNITY ISSUES**

#### **Foxes**

Councillor P Folland stated that Albany Street, Pennar are still suffering with a fox problem, they are fouling on peoples lawns, stealing peoples milk and generally causing a problem to residents. The Town Clerk stated that other than the information that was previously given to Councillor P Folland there was nothing that can be done about the foxes.

#### **Pennar Fun Day**

Councillor T Wilcox stated that Pennar were holding a Fun Day on Saturday 6<sup>th</sup> September, open to anyone who would like to attend.

#### **Street Lights**

Councillor Goff stated that he had received complaints from the residents of Church Street about several of the street lights not working properly. The Town Clerk and members advised Councillor Goff that each street light had an id number on them which was required for the fault to be reported.

### **60. MAYORS REPORT**

Due to the Mayor Councillor George not being in attendance at this meeting it was decided that the Mayors Report would be carried over to the next meeting.

### **61. PRIVATE AND CONFIDENTIAL**

It was

**PROPOSED** by Councillor A McNaughton  
**SECONDED** by Councillor P Folland  
**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.