

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 3<sup>rd</sup> July 2014

**PRESENT:** Councillors P George, M Murton, P Folland, C Fortune, G Goff, P Gwyther, D Earl, J Phillips, J McNaughton and A McNaughton

**IN ATTENDANCE:**

Sarah Scourfield –Town Clerk

Amanda Dillaway – Deputy Town Clerk

Nicola MacKay – Administrative Support Officer

**Presentation about CVS Wales, on the Retired and Senior Volunteer Programme.**

Rachel Evans the Senior Project Development Co-Ordinator for CVS Wales attended the meeting to give councillors details on the Retired and Senior Volunteer Programme, to help distribute information about the Scheme to the general public of Pembroke Dock. Welcome Friends is a project with a vital set of services set out for the people over 50 who live in Pembroke Dock and throughout the rest of Wales.

Rachel stated that CVS Wales is a small, perfectly formed scheme that runs throughout Wales in the hopes of helping people over 50 to get the most out of life. The helpdesk is based within the PAVS Office at Withybush Hospital enabling the group to gain a vast knowledge of the sector requiring support, the scheme already has links with Pembroke Dock's Encompass Group.

It was stated that the main aim of the scheme is to work with people who are dealing with the effects of isolation and or loneliness, RSVP's help by introducing people to local groups that welcome new members, arrange a local volunteer placement with ongoing support, this means that someone can be visited at home, accompanied to local groups and have support from someone until they regain their confidence. Rachel also discussed the fact the scheme is there to help people set up a new group for people with like-minded interests, they do this by giving guidance, set up information and financial support of up to £150.00.

Rachel stated that RSVP also recruit volunteers to help offer one-to-one befriending within the home, support an older person for a short time as they prepare to join new activities, help introduce new interests to older people including the use of IT and to set up new activities in community settings such as sheltered accommodations Rachel noted that the aim is to help people over 50 realise that life is packed with potential and possibilities, but sometimes a helping hand is needed to get the most out of what's out there.

Rachel also gave information on Cars for Carers this is a scheme RSVP are running for unpaid carers who don't have their own transport. There are several people who assist carers by giving them transportation, this is run by volunteers.

The Mayor Councillor Pamela George thanked Rachel Evans for coming to present the information to the Town Council, it was noted by several councillors that Welcome Friends is a very good cause which they will support by passing the information on the public of Pembroke Dock. Councillor Gwyther stated that the Town Council could help advertise the scheme by putting their flyers up in the notice boards outside The Pater Hall. Rachel Evans stated that her contact details are on the leaflets; if any further information is required do contact her.

**Councillor Gordon Goff Declaration**

The Mayor requested Councillor Goff to approach the chair to recite and sign his declaration to full council.

Councillor Goff was officially welcomed to Pembroke Dock Town Council by the Mayor and fellow councillors present.

The main council meeting commenced at this point.

**22. APOLOGIES FOR ABSENCE**

Councillors K Higgs, M Colgan, P Kraus, T Wilcox, S Perkins

**23. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

There were no members of the public present.

## 25. MINUTES OF 5<sup>th</sup> June 2014

### **Library Commission Charges (Item 14.11)**

Councillor P Gwyther wished to confirm that all libraries and other services such as sports centres have had to increase charges for useage.

### **Vote of No Confidence in PCC (Item 14.14)**

Councillor Gwyther stated that the minutes had not noted enough of the discussions from the councillors that had taken place at the meeting of 5<sup>th</sup> June.

The Town Clerk stated that there were several discussions taking place around the table, minutes were unable to be taken due to members speaking over each other, she stated if members wished for any comments to be minuted they should speak clearly through the chair.

Members of Pembroke Dock Town Council wished to have it noted within the minutes that they do not support the Vote of no confidence.

### **Community Issues - Public Toilets within Pembroke Dock (Item 20)**

Councillor P Gwyther wanted it to be noted that the Public Toilets near Asda do not have a broken or cracked cistern; however there is wooden boxing which is black and mouldy.

It was **PROPOSED by Councillor P Folland**  
**SECONDED by Councillor D Earl**  
**RESOLVED – That the Minutes of 5<sup>th</sup> June 2014 are adopted as a true record with the addition of the information noted above.**

## 26. MATTERS ARISING FROM THE MINUTES OF 5<sup>th</sup> JUNE 2014

### **Pembroke River Rally (Item 14.2.b)**

The Mayor Councillor P George updated council that, following some interim discussions, there had been a change of decision and both the Mayor, Councillor P George, and Mayoress, Miss Lauren George, would now be travelling on the flagship at the event. The Mayor stated that they would be sharing the boat with the Mayor and Consort of Pembroke, therefore the cost to the Town Council would be reduced and would now be £50.00.

### **Hanging Basket Sponsorship (Item 14.3)**

Councillor A McNaughton stated that he is disappointed in the floral displays and hanging baskets this year, he noted that the flowers were sparse and thinly spread. It was noted that the arrangements that have been supplied do not seem to be good value for money.

Councillor A McNaughton suggested when the floral displays and hanging baskets are put out to tender, the Town Council should specifically request details on the type and number of plants that will be supplied per basket or display.

It was **PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor P Folland**  
**RESOLVED – That the tender process 2015 asked for more information on what is included in the final cost.**

### **St Johns Flower Festival (Item 14.4)**

The Town Clerk stated that the South Pembs Flower Club has been approached to put together the flower arrangement that will be displayed at the festival from Pembroke Dock Town Council. It was noted that Adrian Cook will be putting the display together and will be using the theme of D Day Blitz.

### **Standing Order Training for Councillors (Item 14.8)**

Councillor J McNaughton suggested new councillor, Councillor G Goff, should be included in the training that had been discussed at the last meeting. Councillor J McNaughton questioned whether a date had been set, the Town Clerk stated that she would contact all members who had shown an interest in the training to arrange a convenient date once the training information had been updated.

### **Armed Forces Day (Item 15.18)**

The Town Clerk commented that the Armed Forces Day had taken place on 28<sup>th</sup> June 2014 at Pembroke Castle; the event was well attended and supported. The Mayor Councillor P George stated that she had sent her thanks to the Voices of Pembroke amongst others.

Councillor A McNaughton noted that the area for guests to be seated was minimal and not well located. It was also very close to the Standard Bearers and soldiers parading.

The Town Clerk informed council that she had spoken with the British Legion who had some ideas to possibly make next years Armed Forces Day more of an event in Pembroke Dock.

### **Twinning Committee – Bergen Visit July 2014 (Item 15.20)**

The Mayor Councillor P George informed council that the Bergen Band would be arriving in Pembroke Dock on the 18<sup>th</sup> July. The Band would be taking part in a Parade on the 19<sup>th</sup> July which is expected to include between 600-700 people.

It was noted that the parade would step off from Pembroke Dock Community School and finish at the Heritage Centre (old Garrison Chapel) at which point the Welsh Guards will provide a 15 minute concert followed by the Bergen Band in a 20 minute concert.

The Mayor Councillor P George informed council that after the parade and band performances, the Bicentenary Group and Town Council will host between 160-200 guests for a late luncheon, at the Pater Hall. The majority of the guests will be seated within the main hall and given a hot meal. The Mayor Councillor P George stated that Pembroke Dock Town Council would be hosting a savoury buffet in the council chamber; the guests will consist of Councillors, AMs, Bicentenary Group, Band Officers, and County Council Representatives.

It was stated that the visitors from Bergen would be performing in Pembroke Castle on Sunday evening and then are due to leave Pembroke Dock on Monday 21<sup>st</sup> July.

### **Public Toilets Asda Car Park (Item 20 – Community Issues)**

Councillor P Gwyther gave an update on the public toilets at Asda car park. He stated that he had received an email from Mr A Wood the Area Maintenance Manager from Pembrokeshire County Council, Mr Wood stated in his email that the work needing doing to the toilets had been completed.

Councillor P Gwyther stated that he checked the completed works to find not all work reported had been done. Councillor P Gwyther noted that there was still missing tiles, the box behind the toilet was still black and mouldy, he stated that he had replied to Mr Wood's email stating that the repair was insufficient, there had been no reply from Mr Wood.

It was questioned by Councillor P Gwyther as to when the County Council would think a full refurbishment to the toilets would be necessary, as his opinion it was in need now. Councillor Gwyther reiterated this opinion after taking the time to visit other public toilets within Pembrokeshire to investigate there general state, to which he found most were in a much better condition than the ones within our town and located in more rural places. Councillor P Gwyther further commented that the toilets located at Asda car park are the only facility within our town and appear to have been given a sub-standard refurbishment. Councillor P Gwyther stated the facilities were not dirty just in need of an upgrade.

Following a discussion it was questioned whether a letter should be sent to the County Council expressing the Town Council's disappointment of an insufficient response to the questions raised by Councillor Gwyther. The Mayor asked the Town Clerk to write a letter to the County Council.

### **Pembroke Dock's Got Talent**

The Town Clerk informed council that the Pembroke Dock's Got Talent competition took place on Friday 20<sup>th</sup> June at the Pater Hall, she stated that the rehearsals the evening before went well showing many talented young people within the town and the actual event was a great success. There were fourteen enthusiastic acts that took part in the competition, the atmosphere was great and the crowd thoroughly enjoyed the evening. The Town Clerk also noted that the Festival Group has been approached to put the event on next year as well. The Mayor commented it was a very good evening, due to such talented acts it was a very hard event to judge.

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

### **21. Grant funding requests**

#### **a) Village Green, Pennar**

The Town Clerk informed member that she had received a financial request from a large group of Pennar residents who have recently commenced work clearing large sections of the Village Green on Stranraer Road, Pennar. The group are aiming to return the area to a vibrant and safe area for all residents to enjoy. Due to a large amount of fly tipping on the land there is a lot of rubble which requires moving, which can only be moved by machinery. The group have asked for a one off grant of £200 towards the cost of the hire of the machinery.

Councillor A McNaughton questioned whether the group was established; the Town Clerk stated that they were not an established group as yet.

Following a general discussion, the Mayor suggested if the group is not formally established, then perhaps they could action their request through The Pennar Residents Association. It was noted that now that the village green status had been achieved, that any plans to help to clear up the area should not be delayed.

It was

**PROPOSED by Councillor D Earl**  
**SECONDED by Councillor A McNaughton**  
**RESOLVED – That a one off grant of £200.00 should be paid to the group through the Pennar Residents Association.**

#### **b) Pembroke Dock Men's Shed**

The Town Clerk stated she had received a request from a newly formed group called Pembroke Docks Men Shed, who have requested funding to help towards the start-up/commissioning phase of the Mens Shed.

The Town Clerk informed members that the Mens Shed offers workspace where men can come together to work on practical projects and meet other people of similar interests, at present there are 10 members who meet each week in temporary premises until the final location has been arranged. The organisation is run by the members who decide together what projects they will work on. The group are hoping to use a currently disused building in the Dockyard. The group are looking to raise £5,000 to enable them to secure the lease of the premises in the Dockyard and equip it with the necessary equipment. It is the intention that the Mens Shed will be self funding once it is fully operational.

It was questioned whether the Council could agree funding as the Men's Shed scheme are a national organisation and secondly, they were specifically asking for funding towards running costs. It was further commented that groups in similar situations had been turned down for financial assistance in the past.

Councillor G Goff commented that perhaps further information could be sought to enable a decision to be made on any financial assistance.

It was

**PROPOSED by Councillor G Goff**  
**SECONDED by Councillor A McNaughton**  
**RESOLVED – That the Town Clerk would write to the Men's Shed asking for further information before a decision on financial assistance is made.**

#### **c) Pembrokeshire Citizens Advice Bureau**

The Town Clerk stated that she had received a funding request from this organisation; they have requested funding to help towards overhead costs.

It was

**PROPOSED by Councillor M Murton**  
**SECONDED by Councillor A McNaughton**  
**RESOLVED – That Pembrokeshire Citizens Advice Bureau is not within the remit for financial assistance from the Town Council.**

## **22. Pension Policies**

The Town Clerk informed the meeting that recent work had been carried out with Dyfed Pensions office and a review of the Pension Policies had been undertaken. A copy of the policies had been included in member's papers for agreement.

It was noted by the Town Clerk that the main policy which will affect this Town Council will be the Local Government Pension Scheme Regulations 2014, as no staff members were part of the scheme before 2014. However, the 2013 & 2008 regulations must be in place in case Council employ a member of staff who had previously been paying into the Dyfed Pension Fun.

The Town Clerk asked for Councils agreement to adopt the policies.

It was

**PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor J McNaughton**  
**RESOLVED – That the revised Pension Policies are adopted by the Town Council.**

## **23. Plans for Wind Turbine - Burton**

A letter had been received from a company called Caddick renewables who were informing the Town Council that there are proposed plans to be submitted to Pembrokeshire County Council for the erection of a Wind Turbine at Mead Lodge Farm, Burton. It is stated that the turbine could provide power for 300+ homes.

The Town Clerk stated there has been a plan of the site provided, the proposed turbine would be visible from Pembroke Dock, the letter has set out some specific questions which the company would like members comments:

- Preferred turbine delivery route options within the locality of the site
- Measures the Community Council would like to reduce the impact of the scheme on the local area (e.g. any periods that should be avoided for turbine delivery to avoid disruption)
- Mitigation and enhancement measures to provide additional scheme benefits and
- Any further information the Council would like at this stage

After a general discussion it was felt that other than ensuring the delivery route for the kit is taken into account there were no further comments at this stage.

## **24 Financial Regulations and Financial Risk Assessment**

The Town Clerk stated in the last meeting the internal auditor recommended that the financial regulations and financial risk assessment were reviewed to take into account the online banking and the use of the debit card.

The Town Clerk therefore reviewed those documents and had included them in member's papers for agreement.

It was

**PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor J McNaughton**  
**RESOLVED – That the revised Financial regulations and Financial Risk Assessment would be adopted.**

## **25. Accounts Package Training**

The Town Clerk stated from completing the internal audit it had been highlighted that the accounts package is not being used to its full potential. With 2 new members of staff in the office the Town Clerk proposed that training is received from RBS software on the accounts package.

The Town Clerk stated that RBS have quoted for training to be undertaken it would cost £399 plus VAT (£478.80) plus 45pence per mile for the training to be done in the Town Council offices. The total cost for the





- Generator is going to be running 24 hours 7 days a week.
- Site to consist of 20m height building and four 40m high Flu Stacks
- Product will be transported by road on the A477
- 4 Lorries will be used
- If the product is burned properly there will be no hazard

Council were asked to view the planning application and the facts and queries that have been picked up on by the Planning Sub Committee. The Town Clerk asked for councils thoughts on this.

It was stated that this type of industry based within a town will be detrimental to the town and surrounding environment, it will be within a short distance of a thriving business and could be detrimental to other businesses, thus effecting employment within the town.

Following a discussion there were no further questions put forward.

### **36 Letter of Complaint – Brewery Street Lane**

The Town Clerk informed council that a letter of complaint had been received from a resident in Brewery Street regarding the constant dumping of rubbish in the lane adjoining Brewery Street, it had been highlighted that there could be an environmental issue in the area as rats had been sighted. The Town Clerk stated that this complaint had been passed onto the County Council and County Councillor for the area had also been informed.

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

There were none.

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

### **Police Forum**

Councillor M Murton informed the meeting that there had been no major problems within the town, therefore no new items for discussion. The Officers within attendance questioned whether there had been any complaints made to the Council or Councillors that they should be made aware of. Councillor Murton informed the Police that after doing a door to door within her ward she has found four different families did not realise that the Town Council existed and have been dealing with the County Council with their queries. Councillor Murton also commented that the priorities for the town were to keep a general watch within the town for anti-social behavior with youngsters around the town

### **Footpaths on the Barrack Hill**

Councillor Fortune informed council of an update on the footpaths on the Barrack Hill. It was stated that there had been a very productive meeting held and that maps detailing the footpaths had been handed out, Councillor Fortune stated that they were very informative.

### **Argyle Street Clinic – Patient Participation Group**

Councillor Fortune stated that she had attended the surgery at the Argyle Street Clinic. It was noted that the event was not well attended or advertised as it appeared the surgery had placed posters on their internal noticeboards only. Councillor Fortune had requested Juliet Goldsworthy Practice Manager to send more information out on these events to encourage the public to get involved.



### 31. ACCOUNTS FOR PAYMENT

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
28-05-2014	B W Scourfield- Internal Audit	£90.00	
05-06-2014	Post Office Ltd	£29.25	Debit Card
05-06-2014	Signpost Solutions	£452.40	
10-06-2014	CCC Pensions	£570.69	
10-06-2014	Printmeit Festival Boucher's	£234.00	
21-05-2014	Dyfed Pensions AVC	£100.00	
09-06-2014	Princes Gate Water	£25.70	
09-06-2014	SLCC	£199.00	
10-06-2014	Post Office Ltd	£2.65	Debit Card
11-06-2014	Clarity Copiers	£67.07	
12-06-2014	LBS Builders Merchants	£9.00	Debit Card
11-06-2014	A Phillips – White Spirit	£6.78	
16-06-2014	P F Kraus Deputy Mayor Allowance	£620.00	
16-06-2014	Hill Farm Nursery Floral Displays	£2160.00	CHQ100246
16-06-2014	M Colgan Festival Sweets	£18.32	
16-06-2014	Tenby Observer	£36.00	
17-06-2014	A Phillips – Fuel/Chalk	£8.72	
17-06-2014	Trophies Plus Medals	£15.94	
17-06-2014	Swalec	£16.90	CHQ100247
18-06-2014	MyHerms Postage	£6.28	Debit Card
20-06-2014	Amberol Ltd	£231.60	
09-06-2014	PD Chamber of trade	£180.00	
24-06-2014	Trophies247	£45.40	
26-06-2014	A Phillips – Paint Brushes	£5.90	

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
05-06-2014	Charlene Jones	£150.00	

#### **ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
05-06-2014	BT Refund – Overpayment	£75.60
10-06-2014	Pembroke Dock Festival Brochures	£234.00

19-06-2014	Refund Junilee Clips	£413.55
24-06-2014	Pater Hall Trust	£339.48

### **SALARIES AND WAGES**

06/05/2014-05/06/2014	Salaries and Wages	£4657.55
06/05/2014-05/06/2014	Tax and NI	£538.11

### **ACCOUNT BALANCES**

29/05/2014	HSBC Current Account	£19455.79
29/05/2014	HSBC Premium Account	£52376.19

It was **PROPOSED by Councillor J McNaughton**  
**SECONDED by Councillor M Murton**  
**RESOLVED - That the Town Council approve payment of Accounts and Salaries and Wages payments, and also approve payments previously agreed.**

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

There were none.

### **33. COMMUNITY ISSUES**

#### **Footpath adjacent to Bufferland Terrace**

It was stated that the fence surrounding the pathway adjacent to Bufferland Terrace had fallen down onto the footpath making it very difficult for the public to use this route. Councillor Gwyther stated that he had emailed Matt Cloud Pembrokeshire County Council Maintenance Officer to inform him of the issues with the fencing in that area. Matt Cloud had replied to Councillor Gwyther stating that the footpath would be shut off from the public for 24hours whilst repairs were undergone.

Councillor Gwyther noted that the repairs had been made to a shoddy standard and suggests that Safe Routes to Schools Scheme would help to get that section of land adopted by Pembrokeshire County Council maintenance. The Town Clerk stated that the scheme had changed recently and this is why this particular path had not been done, however, it is still on the plans for next year.

#### **Bunting**

Councillor J Phillips questioned why the town does not have any bunting up. The Town Clerk stated that in order to have bunting hanging within our town, each building has to have an eye hole inserted into it to enable the bunting to be hung and that each property owner would need to be asked for their permission, this is due to the new lampposts throughout the town being made of a light weight metal that will not withstand the tension needed for the bunting to be hung off them, they would eventually bend inwards. The Town Clerk stated that this was something which was being progressed but would take some time to ensure all correct permissions are in place.

#### **Relocation of Town Council Offices**

Councillor A McNaughton questioned whether there had been an update on the Town Council Offices moving as there were 8 months remaining of the proposed 12 month deadline originally set. The Town Clerk stated that there has been no further information from the Pater Hall Trust, therefore there was no update on the office move.

#### **Pot Hole in road**

Councillor P Folland stated that a large pot hole had appeared on the road between Prospect Place and Church Street. It was further commented that there were still a number of pot holes within the town that still required attention from Pembrokeshire County Council.

### **Cemetery Landscaping**

It was questioned whether any news had been received following the complaints over the contractors who carry out the landscaping at the cemetery that were voiced at the June meeting. The Town Clerk stated that she had raised the concerns with the County Council and was now awaiting a further reply from them.

### **34. MAYORS REPORT**

The Mayor Councillor P George commented that she, along with the Mayoress Lauren George, had attended many events over the past month the first of which being the Maritime Air Association Service which took place in the Dockyard Chapel and the Coastal Command & Maritime Air Association Reunion dinner at the Cleddau Bridge Hotel which she attended with the Deputy Mayor Councillor Kraus. There was the annual open day at Stackpole Walled Gardens; the Mayor stated that the weather was beautiful which encouraged a great turn out. The Mayor attended two Civic Services this month she commented that both were very well attended, Haverfordwest was held at St Marys church and Tenby was held in St Teilos Church.

Deputy Mayor P Kraus attended the Fishguard and Goodwick Civic Service and Dinner as the Mayor was already attending a charity event at South Pembs Hospital, she commented that Dr Barri had arranged an Indian night with Indian food, dancing and other cultural elements such as the dress code, the Mayor stated that it was an excellent evening and they had made enough money to buy a specialist bed for the hospital.

The Mayor briefly commented on the Festival Week, stating that all of the events she attended within the festival were all well attended, they were very lucky with the weather and she thoroughly enjoyed them all. The Mayor also attended the Armed Forces Day Service that was held by Pembroke Town Council in the Castle, she commented that the band was brilliant, not a bad turn out and well put on.

The Mayor went on to inform the council of a few upcoming events, such as Tuesday 15<sup>th</sup> July the three junior schools within Pembroke Dock would be putting on a play celebrating Bicentenary in the Pater Hall between 13.00-15.00. Also on the weekend of the 9<sup>th</sup> and 10<sup>th</sup> August there will be a Water sports day down at Warrior Way who are looking for volunteers to help out at the event.

### **35. PRIVATE AND CONFIDENTIAL**

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor P Folland**

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