

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 9th April 2015

PRESENT: Councillors P George, P Kraus, M Colgan, D Earl, P Folland, G Goff, P Gwyther, A McNaughton, J McNaughton and M Murton

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

156.APOLOGIES FOR ABSENCE

Councillors C Fortune, S Perkins and K Higgs

157.DECLARATIONS OF INTEREST

There were none

158.QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no members of the public present.

159.MINUTES OF 12TH MARCH 2015

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor P Folland

RESOLVED –That the Minutes of 12th March 2015 are adopted as a true record.

160.MATTERS ARISING FROM THE MINUTES OF 12th MARCH 2015

Item 123 of the Town Clerk's Report of February – Oily Sludge Plant

The Town Clerk commented to members that the pictures she had sent to them showing the projected visual impact of the proposed plant should be used to share as far as possible with residents of the Town. It was commented that the size of the Plant was much larger than expected now the visual photographs had been seen.

Item 171 – Carriage Resurfacing Works in Church Street

Councillor G Goff stated that a number of residents had notified him that following the resurfacing works in Church Street, the Residents Only Parking Bays had not been reinstated and therefore they were wondering why they had bothered to pay for a permit to park. The Town Clerk stated that it would be a different department from Highways who would carry out the line markings and hopefully the lines would be replaced soon.

It was further commented that it appears that the resurfacing work had only been carried out down the centre of Church Road and it was then questioned whether this is actually correct or just a half job by Pembrokeshire County Council. The Town Clerk would check with PCC as to whether the works are complete.

Page 118 – Ferry Lane Traffic Lights

Although absent from the meeting, Councillor K Higgs wished the Town Clerk to put forward clarification on his points made at the March meeting. Councillor Higgs had stated that there seems to be provision for a filter light on the traffic lights in the direction from Pembroke Dock and at present the filter light is not in use to allow the safe right turn from Ferry Lane into Pembroke Road. Councillor Higgs requested that the Town Clerk contact Pembrokeshire County Council to request the implementation of the filter light.

In a general discussion however, it was felt that the lights are now working better from all directions and right hand turns either into Pembroke Road or Buttermilk Lane can easily be made by ensuring that there is no oncoming traffic before the turn is made.

Item 153 Community Issues – Commercial Row

The Town Clerk had been advised by Pembrokeshire County Council that new replacement permanent bollards are to be installed in Commercial Row to replace the temporary barriers that are currently in place.

161. REPORT OF THE TOWN CLERK

176. Meeting Dates for 2015-2016

The Town Clerk had issued a new calendar for Full Town Council meetings for the following year they are as follows:

Thursday 7th May 2015 - AGM	Thursday 26th November 2015
Thursday 4th June 2015	Thursday 17th December 2015
Thursday 2nd July 2015	Thursday 14th January 2016
Thursday 30th July 2015	Thursday 11th February 2016
Thursday 3rd September 2015	Thursday 10th March 2016
Thursday 1st October 2015	Thursday 7th April 2016
Thursday 29th October 2015	Thursday 5th May 2016 – AGM

There were no comments on the proposed dates and therefore these would be published for the coming Civic Year.

177. Registration Outstation Services

At the last meeting of this Council members asked for Pembrokeshire County Council to be contacted to request that Pembroke Dock registration services remain for 2 hours per week. The Town Clerk had since received a response with regards to this request, the response stated:

“The footfall of customers at the outstations indicates that customers find attending the Registrar’s Officer preferable to the perceived convenience of outstations, and ask a consequence the cost of registration at an outstation is considerably more.”

“When all registrations were undertaken in Haverfordwest funeral directors managed their operations without disruption and there were no complaints received from customers relating to the closure of the outstation.”

178. Post Office Consultation Response

The Town Clerk informed members that a reply had been received from the Post Office with regards to the response to the Consultation document that had been sent from this Council. The Town Clerk had included a copy of the reply with members’ papers and pointed out that the Post Office were specifically interested to note our comments on the lack of available parking and disabled access to the proposed new location.

179. Hobbs Point Consultation Response

The Town Clerk informed members that a reply had been received from Pembrokeshire County Council with regards to the comments made by this Council to the consultation document and a copy had been included with members’ papers. The Town Clerk stated that she was disappointed with the response received and those present agreed that the County Council had not answered any of our questions at all.

Councillor M Murton stated that she had been reviewing the County Council’s Car Parking Policy and felt that there could be certain loop holes within the policy with regards to charging at Hobbs Point. Councillor Murton stated that she would continue to review this document and she felt that some of the criteria are not being met. Councillor Murton along with Councillor Goff would make a list of businesses within Pier Road as it was felt that these would all be affected by the changes to parking at Hobbs Point with a maximum duration of 2 hours not meeting the needs of the current users of the spaces thus causing on street parking within Pier Road.

With there only being 19 spaces at Hobbs Point, the projected revenue that might be generated appears not to outweigh the costs of installation of the equipment required to issue tickets.

It was further commented that the Town Council should continue to object to the parking charges at Hobbs Point and further encourage residents of the town and users of the parking spaces to write letters of objection to the County Council to show the strength of feeling on the implementation of the parking charges.

It was stated that the Town Clerk should also write in response to the reply received from Pembrokeshire County Council requesting answers to the points made in our original response.

180. Insurance Renewal

The Town Clerk informed members that the insurance renewal had been received from Zurich, the Town Council are currently in a fixed term contract until May 2016 to ensure there are no price increases. The insurance renewal is therefore £2210.98.

It was **PROPOSED by Councillor M Murton**
SECONDED by Councillor D Earl
RESOLVED –That the insurance renewal of £2,210.98 is accepted and paid.

181. End of Year Budget

The Town Clerk stated that as members are aware the budget year end had taken place with the final spends available within the papers provided to members. The Town Clerk proposed that Bernard Scourfield is appointed to undertake the internal audit again this year for Pembroke Dock Town Council.

It was **PROPOSED by Councillor M Colgan**
SECONDED by Councillor M Murton
RESOLVED –That Internal Audit Services for the Town Council are provided by Bernard Scourfield for FY2014-15 year end.

The Town Clerk had included in members' papers a copy of the final budget spend as of 31st March 2015. The bank balances for 31st March are as follows:

Current Account - £33,558.77
Reserve Account - £52,397.39

From the amounts above there is £6,000 ring-fenced with £3000 for the proposed new council offices and £3000 for the enterprise shop project along with the Town regeneration group. Taking these funds into account, this then left an amount of £79,956.16.

Looking at the committed spend for 2015-2016 which is £182,635 with an income of £150,720, funds of £31,915 will have to be taken from the reserve account to cover the shortfall in the budget. This would then leave an amount of £48,041.16 in reserves.

The reserves policy of this Council is between 25% and 31% of its precept which equates to £37,680-£46,723.

The Town Clerk asked if members were clear on the budget proposals put forward, It was commented that the monies ring-fenced for the enterprise shop project should not be held indefinitely and as there was a meeting of the Regeneration Group on Monday 13th April, Councillor M Colgan would raise the question of the shop project at this meeting and would report findings back to Council at the next meeting.

182. Pembrokeshire Community Energy Event

Councillor P Kraus had attended the event on 19th March and had returned with some information from the presentation made that evening. The Town Clerk stated that if any member wished to view the information to let her know.

Councillor Kraus stated that the event had been very informative and a number of comparisons had been made between Pembrokeshire and Germany and how the Germans currently use solar power to generate energy.

183. Festive Lighting 2015 Proposal

The Town Clerk stated unfortunately the photographs showing the scheme for 2015 had been forgotten so this item would be carried forward to the next meeting.

184. Town Council Policies

At the last meeting the Town Clerk provided members with revised and reformatted policies to bring them up to date. The policies are:

Archiving Documents	Complaints Procedure
Disciplinary Procedure	Equal Opportunities Policy
Freedom of information Scheme	Grievance Procedure
Health & Safety Policy	Internet & Email Usage Policy
Lone Working Policy	Mayoral Allowances Policy
Maternity Leave & Pay Policy	Staff Absences
Unreasonably Persistent	Sickness and Pay Policy
Communications & Customer Behaviour Procedure	

The Town Clerk asked members if they had any suggested changes or additions to the policies?

There were no comments from members therefore

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Colgan

RESOLVED –That the revised Town Council Policies are adopted with immediate effect.

162.SUPPLEMENTARY REPORT OF THE TOWN CLERK

185. Police Commissioner – Meeting with Chris Salmon

The Town Clerk had been contacted by the office of the Police Commissioner who had supplied a date of 2nd June 2015 for members to meet with Christopher Salmon. Again his office cannot officially confirm that this meeting date will be upheld, the proposed time would be 2.30pm.

The Town Clerk asked for members to be on stand-by to attend the meeting. Councillors J McNaughton, M Murton and M Colgan volunteered to attend the meeting.

186. New Traffic Order – Proposed Waiting Restrictions

A number of new proposals have been put forward for new restrictions within Pembroke Dock. The Town Clerk stated that she would like to address each one individually as some comments had been received from a resident of Water Street.

i) No waiting at any time – Pennar Court – To remove parking and obstruction of access road.

Members had no problem with this order

ii) No waiting at any time – Devonshire Road – Replace single yellow line with double yellows to remove parking at junction with Essex Road and improve traffic flow.

Members had no problem with this order.

iii) No Waiting at any time – Pembroke Street – Extend double yellow lines on west side to improve turning movements on the bend, in particular downhill traffic flow.

Members had no problem with this order.

iv) Limited Waiting 2hrs 8am-pm Mon-Sat – Water Street – Introduce 2 hour limited waiting in newly created bay. Restriction will allow turnover of parking during the day and unrestricted parking at night and on Sundays for residents.

The Town Clerk had received comments from a resident in Water Street regarding the proposals who stated that the 2 hour limited waiting would not help the current situation. The resident commented that it would be better if there were double yellow lines installed with no parking being available which would make the road wider and traffic to flow freely.

It was agreed that installation of the double yellow lines would help the flow of traffic as it was felt that Water Street is quite narrow. It was further commented that the “build-out” sections of the road make the road narrow and not the parking of vehicles and, in fact, the “build-out” sections could be seen as an additional safety measure.

Following a general discussion, members felt that overall they were happy with the proposals put forward by Pembrokeshire County Council but had noted the concerns of the Water Street resident.

187. Letters of Thanks

The Town Clerk stated that the grant allocations for 2015-16 had been sent out to the different organisations that had been successful in their grant applications. So far, letters of thanks had been received from Pennar Robins AFC, Pembroke Dock Girl-Guiding Unit and Pembroke Dock Encompass.

188 Resurfacing of Ferry Lane

The Town Clerk informed members that resurfacing work would be taking place in Ferry Lane between 15th and 25th April. Contrary to the sign at the bottom of Ferry Lane, the road would remain open during the works being managed by temporary traffic management systems being put in place.

163. ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

There were none.

164. 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: **Speeding** – areas that had been targeted over the last month were Hawkstone Road and Treowen Road. Six vehicles had been issued tickets for speeding offences with additional charges of no MOT or Insurance being given to other vehicles stopped.

Dog Fouling – PCSOs are continuing to patrol with the dog wardens.

Age Cymru Event – April 23rd between 2 and 4pm there will be a meet and greet session at the Library organised by Age Cymru. The PCSO team will be in attendance and these will become a regular feature at the Library. It is an event to help people socialise and get help if required.

Priorities for the month include continued patrols against dog fouling, continued speed checks and illegal parking around Queen Street into Commercial Row.

Patient Participation Group

Councillor J McNaughton stated that the survey of users at the Surgery had been completed and there had been a favourable response by all those questioned to take part. The main complaints that appear to be brought up are the lack of a forward-booking process, unable to see the same doctor for appointments and the length of time it takes to contact the surgery. The next meeting had been set for 14th April in the hope that the information from the surveys had been received but it appears that the information still had yet to be received.

The surgery continued to employ more doctors and are working on completing this as soon as they can.

Chamber of Trade/Old Railway Lines

Councillor P Kraus stated that the clearance of the old railway lines had been completed and the gravelling of the area was hoped to be completed by the end of the week.

Councillor Kraus had also organised a litter pick within the town and he wanted to make this a regular event to ensure the town is kept tidy.

165.ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
05-03-2015	Post Office Ltd – March Meeting Papers	£14.02	
11-03-2015	Princes Gate Water – Sanitisation Service and Bottled Water	£50.68	
09-03-2015	Clarity Copiers – Copier Costs	£33.41	
09-03-2015	Post Office Ltd – Special Delivery Letter	£6.40	
13-03-2015	Post Office Ltd – Papers for non-attendees	£3.51	
06-03-2015	A2b Internet Packaging – Card for Invites	£18.74	
20-03-2015	Dyfed Alarms – Annual Maintenance	£105.00	
20-03-2015	RBS Software Ltd – Accounts Package Support	£228.00	
27-03-2015	Sitting Pretty – deposit for civic dinner linen	£50.00	
23-03-2015	Post Office Ltd – Civic Invites Postage & Stamp Stocks	£34.45	

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

Date	Description	Amount	Payment Method
16-03-2015	Pater Hall Trust – Nov '14 – Feb '15	£2,343.60	
30-03-2015	Pater Hall Trust – March 15	£596.40	

ACCOUNT RECEIPTS

Date	Description	Amount
27-03-2015	Councillor P George – 2014 Civic Dinner Guests	£316.45

SALARIES AND WAGES

06/03/2015-05/04/2015	Salaries and Wages	£3,421.21
06/03/2015-05/04/2015	Tax and NI	£661.94
06/03/2015-05/04/2015	Pensions Contributions	£601.68

ACCOUNT BALANCES

01-04-2015	HSBC Current Account	£33,558.77
01-04-2015	HSBC Premium Account	£52,397.39

It was **PROPOSED** by Councillor A McNaughton
SECONDED by Councillor P Folland
RESOLVED – That the Town Council approve payment of
Accounts and Salaries and Wages as previously agreed.

166.AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Festive Lighting Proposal for 2015.

167.COMMUNITY ISSUES

Untidy Property/Garden

Councillor M Murton commented that a property in the Bush Street/Park Street area had been reported to her by a resident as having a very overgrown garden. The Town Clerk stated that Pembrokeshire County Council are aware of this property and have served a notice on the owner and therefore the process will run its course.

Hedge in Lewis Street

Councillor G Goff commented that a hedge had become a Health & Safety issue in Lewis Street due to its overhanging the pavement.

PCC Street Cleaner

Councillor G Goff stated that John Edgar, the PCC street cleaner, apparently had no provision made known to him for his breaks during work days within the town. It was questioned whether he could use the Pump House for this purpose.

It was stated that as an employee of PCC, surely the offices at Argyle Street would be a more fitting place for Mr Edgar to take his breaks. PCC should, in fact, have a Duty of Care to their employees and Argyle Street is an office of PCC.

Nuisance Pigeons

Councillor A McNaughton stated that there are a number of nuisance pigeons in Princes Street as he wanted advice on some homing pigeons currently residing in this location. Councillor McNaughton was pointed in the direction of a number of local individuals or groups who could offer help.

168.MAYORS REPORT

The Mayor, Councillor P George, stated she had not had a busy month but had attended the following:

- Opened new show property at The Crescent, Pennar Park.
- Attended Pennar School to view a video of the recent Paris trip by the Choir, who did themselves proud with their singing at the event.

169.PRIVATE AND CONFIDENTIAL

It was **PROPOSED** by Councillor A McNaughton
SECONDED by Councillor M Murton
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.

11. Minutes from the 12th March 2015 Meeting

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor G Goff

RESOLVED – That the Private and Confidential Minutes of 12th March 2015 are adopted as a true record

12. Private and Confidential Report of the Town Clerk

5 Resignation of the Administrative Support Officer

The Town Clerk stated that the resignation had been received of the Administrative Support Officer.

6 Seasonal Outdoor Assistant

The Town Clerk stated that applications had been received for this role and the Personnel Committee would meet to review those applications within the next week.

Councillor P Folland asked fellow members to join her in a vote of thanks to Councillor P George in her last full meeting as Mayor.

There being no further business the meeting closed.