

At a Meeting of Pembroke Dock Town Council held at Pater Hall, Pembroke Dock on Thursday, 15th November 2001 at 6.30 p.m.

PRESENT:

Councillor D.T. Esmond (Mayor)
Councillors W.J. Davies,
Mrs. P.E.M. Folland, Mrs. P.E. George,
P.G. Gwyther, D.L. Jones, M.B. Owen,
S. Perkins, Mrs. V.M.J. Roach,
Mrs. B. Roch, W.S. Rees, R.G. Watts,
Mrs. M. Williamson.

IN ATTENDANCE:

Mr. T.R. Edwards, Town Clerk
Mrs. P.E. Prout, Secretary

The Meeting was opened with Prayer.

141. APOLOGY FOR ABSENCE

An apology for absence was received from Councillor Mrs. C. Fortune.

142. PRESENTATION – MRS. J. THOMAS

The Mayor welcomed Mrs. Jane Thomas who had recently been awarded the “Best Shop Assistant in Britain” in a competition run by “Convenience Store” Magazine. The Mayor stated Mrs. Thomas works in the Spar Shop, Pennar and on behalf of the Council he presented Mrs. Thomas with a slate plaque and congratulated her on her achievement.

143. MINUTES

PROPOSED by Councillor M.B. Owen
SECONDED by Councillor Mrs. B. Roch

RESOLVED –

That the Minutes of the meeting held on the 18th October, 2001 be adopted as circulated subject to the following amendments:-



144. **MATTERS ARISING FROM THE MINUTES**

(a) **Minute 135(a) – Pater Hall – Upgrading – Objective 1**

The Town Clerk stated that he had attended the SPARC meeting held on the 13th November, 2001 when tenders were considered for a feasibility study to be undertaken with regard to all community buildings and their users. A tender was accepted in the sum of £24,000 and a further meeting is to be held on Wednesday, 21st November, 2001 at 6.00 p.m. to meet with the Consultants who had been accepted to undertake the study.

(b) **Minute 135(h) – Town Trail**

Councillor D.L. Jones expressed his disappointment that no funding was available for the production of a booklet.

Discussion ensued regarding the possibility of funding from the Heritage Lottery Fund or other sources.

RESOLVED –

That the Town Clerk investigate possible funding for the production of the Town Trail booklet.

(c) **Minute 135(j) - Proposed Picnic Area – Military Road**

The Town Clerk stated that he had attended a site meeting the previous day along with Councillor Gwyther, representatives of the Golf Club, County Councillor Wilcox and Ms. Durbin, Right of Way, Pembrokeshire County Council.

Discussion ensued regarding the need for advertising panels to be erected in the town and it was

RESOLVED –

That the SPARC and the Regeneration Unit be requested to advise as to whether funding for signage at the Golf Club and town advertising panels could be considered.

(d) **Minute 135(l) – Albion Square – Roller Blading**

The Town Clerk reported that he had been advised that the seats which had been removed from the above location were in storage at Stockwell Road depot.

The Town Clerk further reported that a letter had been received from Pembrokeshire County Council which stated that there are a total of 9 no. street lights within Albion Square which are more than adequate to illuminate the area. Should the Authority agree to introduce a CCTV camera, then Pembrokeshire County Council would consider replacing the existing lanterns and lamps to a different colour source which would assist the camera to identify persons who are carrying out the unsociable behaviour.

(e) **Minute 135(n) – Cycle Path – Top Road**

Councillor Mrs. P.E.M. Folland stated that work was being undertaken at the above location.

(f) **Minute 138 – Christmas Lighting – Tender**

The Town Clerk stated that he had reported to the Tourism Committee the following tenders:-

South Wales Contract Services	£3,533.15
Boucher Industrial Services	£2,492.00
Mr. G. Watts, Hoist Service	£1,200.00)
Mr. J. Pickering, Electrician	£750.00)

The Tourism Committee had accepted the tender submitted by Mr. G. Watts, Hoist Service, Haverfordwest and Mr. J. Pickering who had undertaken the electrical work. The Christmas lighting had been erected.

(g) **Minute 140(a) – Former County School – Trees**

The Town Clerk stated that Pembrokeshire County Council had advised that trees at the above location required pruning. The importance of the trees was recognised and great care would be given to them as well as consideration of a tree preservation order.

(h) **Minute 140(b) – Fort Road Car Park/Beach – Dereliction**

The Town Clerk stated that Pembrokeshire County Council had undertaken some clearance work. Councillor Watts stated that there are still some trees overhanging in the area.

(i) **Minute 140(c) – 49 Gwyther Street**

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which stated that attempts were being made to locate the current owner of the premises in order that the Council's Pest Control Officer could determine the extent of any possible rodent infestation. The Building Control Section had been requested to undertake a site visit to determine whether the building is a dangerous structure.

145. **MINUTES OF THE TOURISM COMMITTEE**

PROPOSED by Councillor Mrs. B. Roch
SECONDED by Councillor Mrs. V.M.J. Roach

RESOLVED –

That the Minutes of the Tourism Committees held on the 12th September, 2001 and the 17th October, 2001 be adopted as circulated.

146. REPORT OF TOWN CLERK

115. Local Government Act, 2000 – Part III

The Town Clerk reported that Part III of the Local Government Act, 2000 introduced a new ethical framework for Local Government and the regulations implementing the new legislation which were made on the 21st June, 2001.

The framework, which applied to all elected and co-opted members of Town and Community Councils, required the Council to adopt a code of conduct within 6 months of the Act coming into force. It also required all members to give a written undertaking to adhere to the code within 2 months of its adoption by the Council. This meant that the Council would be required to adopt a code of conduct by 21st December, 2001 and members to have agreed to be bound by the code by 21st February, 2002. Under Section 52(1)(b) of the Act any member who failed to provide such an undertaking would be disqualified from being a member of the Council.

In view of the fact that some Members of the Town Council were also members of the County Council the National Assembly for Wales suggested that the Council may wish to consider adopting the code of conduct of its principal Council. Pembrokeshire County Council had resolved to adopt the Model Code of Conduct as written by the National Assembly and a copy was reproduced in a separate document. Once Members had agreed to be bound by the Council's code of conduct, the Commissioner for Local Administration in Wales would be responsible for investigating any written complaints of a breach of the code by a Member.

The National Assembly had also informed the Council of the County Council's responsibility to set up a Standards Committee. In this respect enclosed at Appendix "A" was a letter from Mr. Huw James, Director of Support and Cultural Services, which outlined the position. The County Council had resolved on 18th October, 2001 to establish a Standards Committee as detailed in the letter.

The Commissioner for Local Government Administration in Wales (Ombudsman) had also written drawing the Council's attention to the new legislation. He had also requested, as soon as practicable, a copy of the code adopted, a copy of the relevant minute, a list of Members and a copy of each Member's undertaking to abide by the code. A copy of the Commissioner's letter was reproduced at Appendix "B". Members were requested to study the Model Code of Conduct for consideration at the Meeting.

RESOLVED –

That the Council adopt the Model Code of Conduct as written by the National Assembly which had been adopted by Pembrokeshire County Council.

116. Pembroke Local Council, Malta - Twinning

The Town Clerk reported that following the presentation made on the 18th October, 2001 a Letter of Intent had been signed by the Mayor and the Mayor of Pembroke, Malta. At the last meeting it was also resolved that a copy of a Draft Twinning and Co-operation Agreement would be discussed at the next meeting on the 15th November, 2001. A copy was reproduced as a separate document for consideration by the Council.

RESOLVED -

- (1) That a Town Twinning Steering Committee be formed and the following Councillors appointed to serve:-

Councillors D.T. Esmond, Mrs. P.E.M. Folland,
Mrs. P.E. George, D.L. Jones and P.G. Gwyther.

That the first meeting be held on 22nd November,
2001 at 7.00 p.m.

- (2) That organisations in the Town be invited to attend a meeting at Pater Hall on 28th November, 2001 at 7.00 p.m. to discuss possible twinning with Malta.
- (3) That no final decision be taken prior to the above consultations.

117. Grants for Town Twinning Activities

The Town Clerk reported that he had received from the European Officer, Pembrokeshire County Council details of grants which were available for town twinning activities. The User Guide was produced as a separate document. European funding can only cover 50% of eligible costs and Members' attention was drawn to Item 5 which outlined the necessary qualifying criteria. Members would note that a grant application must be drawn up by the host municipality and not the guest town and must not propose an exchange which mainly involved local government representatives or municipal officials. Grant applications had to be submitted to the European Commission in Brussels, calculated in euros.

RESOLVED -

That County Councillor B.J. Hall be requested to provide written information with regard to additional funding for possible twinning.

118. Access Audit - Pater Hall

The Town Clerk enclosed, as a separate document, a copy of the Access Audit of the Pater Hall complex carried out by the Pembrokeshire Access Group on the 22nd October, 2001. The report contained the findings of the auditors and eighteen recommendations for improvement.

Councillor Mrs. P.E. George expressed her disappointment that the study had not identified the need to provide a lift for access to the Entertainments Room on the first floor as well as the Town Clerk's Office which has regular use. The lift at the Council Chamber side of Pater Hall would be underused and it was felt that a chair lift would be sufficient for this part of the building.

RESOLVED -

- (1) That Pembrokeshire County Council be requested to proceed with Recommendations 4 and 5 of the Pembrokeshire Access Group Audit of Pater Hall.
- (2) That the Pembrokeshire Access Group Audit of Pater Hall be accepted subject to the inclusion of a lift for access to the first floor area at the Town Clerk's Office and Entertainment Room and a chair lift to gain access to the Council Chamber.
- (3) That the Town Clerk liaise with Mr. G. Evans, European Officer to ascertain the funding for the upgrading of the Pater Hall complex.
- (4) That the Town Clerk seek clarification as to whether a Public Meeting should be held to obtain support from both Llanion and Central Wards for the financial aspect of the upgrading of the Pater Hall.

119. Temporary Road Closure – Co-op Lane

The Town Clerk reported that a copy of a public notice and plan had been received from Pembrokeshire County Council regarding the temporary closure of the north end of Co-op Lane from 19th November, 2001 for approximately three weeks.

The closure was required in order that works to provide surface water drainage can be carried out. Pedestrian access would be maintained throughout the duration of the closure.

120. Milford Haven Port Authority

A copy of the Annual Report and Accounts for 2000 and a Strategic Business Plan for 2001-2006 had been received and was available for inspection.

The Authority was also seeking to promote a Parliamentary Bill to effect some changes to its statutory powers. To meet the Parliamentary timetable the Bill would be lodged on the 27th November, 2001 and due to this tight timescale comments were requested by the 14th November, 2001.

121. SPARC -PLANED

The Town Clerk enclosed at Appendix "B" a letter from the Chairman of SPARC detailing the formation of Pembrokeshire Local Action Network for Enterprise and Development (PLANED). The Inaugural General Meeting was to be held on Wednesday, 28th November, 2001 at 7.30 p.m. in the Withybush Conference Centre, Haverfordwest. A Community Meeting to be held on Wednesday, 21st November, 2001 at 7.00 p.m. in St. John's Community Hall. The Town Clerk stated that the time of the meeting had been changed to 6.00 p.m. in order to meet the Consultants appointed to undertake the Community Buildings Study.

122. Postwatch, Wales

The Town Clerk enclosed at Appendix "C" for Members' information a letter from Mrs. Lee Evans the Committee Member for Postwatch, Wales covering the Pembrokeshire and Carmarthenshire areas.

123. Newsletter of the Naval Dockyards Society

The Town Clerk enclosed, as a separate document, a copy of the August, 2001 issue of the Naval Dockyards Society Newsletter. It was sent to the Mayor by a Mr. L.R. Day of Tenby for Members information.

124. Pembroke Borough Silver Band Instrument Trust

The Town Clerk stated that Notice had been received that the Annual General Meeting will be held in the Council Chamber, Town Hall, Pembroke on Wednesday, 21st November, 2001 at 7.00 p.m.

**125. Transfer of Justices Licence
The Rose and Crown, 71 Queen Street**

The Town Clerk reported that an application for the transfer of the Justices Licence in respect of the above premises had been received. The applicants are Leonard Thomas (the current licensee) and Malcolm George Morris.

RESOLVED -

That the Council have no objection to the transfer of the above Justices Licence.

126. Ferry Lane/Top Road Junction

The Town Clerk enclosed at Appendix "D" a letter from Pembrokeshire County Council in response to the concerns expressed following the meeting in Mr. Ainger's Office on the 27th September, 2001.



RESOLVED –

- (1) That Pembrokeshire County Council be advised of the Council's concern that the merging lane would not be retained.
- (2) That Pembrokeshire County Council be requested to advise as to what representations had been received from the Pembroke School.

127. Planning Applications

The following planning applications had been received from Pembrokeshire County Council for consideration:-

678/01	Pembrokeshire & Derwen NHS Trust Withybush General Hospital Fishguard Road Haverfordwest	South Pembrokeshire Hospital – New Car Park
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PROPOSED by Councillor W.J. Davies
SECONDED by Councillor Mrs. V.M.J. Roach

RESOLVED –

That the Council have no objection to the application.

692/01	Mr. J. Turner 1/23 Pembroke Street Pembroke Dock	23 Market Street – Alterations and Extensions
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PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor Mrs. B. Roch

RESOLVED –

That the Council have no objection to the application.

709/01	Creative Communications Services Unit 4 Centre 21 Bridge Lane Woveston Warrington	Co-op Store/Leos Superstore- Installation of 1.0m diameter satellite antenna mounted at roof level
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PROPOSED by Councillor W.J. Davies
SECONDED by Councillor M.B. Owen

RESOLVED –

That the Council have no objection to the application.

725/01 Mr. P. Vizza 4 Prospect Place –
8 Tudor Close Erection of replacement
Pembroke dwelling

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor Mrs. B. Roch

RESOLVED –

That the Council have no objection to the application.

19/01/AD McDonald's Restaurants Land at London Road (east of 6
Victoria Road Tesco) –
Sutton Coldfield Roof Mounted Building
West Midlands Signage

PROPOSED by Councillor S. Perkins
SECONDED by Councillor Mrs. P.E. George

RESOLVED –

That the Council have no objection to the application.

22/01/AD McDonald's Restaurants Land at London Road (east of 6
Victoria Road Tesco) –
Sutton Coldfield Erection of Signs
West Midlands

PROPOSED by Councillor S. Perkins
SECONDED by Councillor Mrs. P.E. George

RESOLVED –

That the Council have no objection to the application.

The following application was circulated at the meeting:-

751/01 Reserve Forces & Cadets Asscn. Proposed Relocation of
Centre Block .22 Indoor Range from
Mainday Barracks Pembroke Castle ACF
Cardiff Detachment to ACF
Detachment, Pier Road

PROPOSED by Councillor D.L. Jones
SECONDED by Councillor M.B. Owen

RESOLVED –

That the Council have no objection to the application.

128. Planning Decisions

The following decisions had been received from Pembrokeshire County Council in respect of current planning applications:-

497/01 – Rear of 17 Milton Terrace - One Dwelling - Approved

499/01 – GP Motor Sales, Albion Square – Change of use of existing workshop/showroom to 3 no. residential units – Approved

527/01 – Mainport Training Depot, Kingswood – Change of use to Ambulance Station – Approved

589/01 – Land off Treowen Road, Pennar – Proposed 4 no. dwellings with parking – Approved

147. WEB SITE MEETING

The Town Clerk stated that the Web-Site Meeting which had been arranged for the 7th November, 2001 had been cancelled due to the fact that insufficient Members would be able to attend. Councillor P.G. Gwyther informed Members of the advantages of going “on line” and that there would be initial costs involved in providing an additional BT line.

RESOLVED –

(1) That the Web-Site Meeting be rearranged for Thursday, 28th November, 2001 at 3.00 p.m.

(2) That the Council commence the necessary arrangements to go “on line.”

148. TOWN & COMMUNITY COUNCIL SURVEY 2001

The Town Clerk reported that he had received a letter and survey from Pembrokeshire County Council with regard to improving and developing the services provided to residents and visitors in the County. Members answered the questions and the survey was duly completed for return to Pembrokeshire County Council.

149. CLEDDAU BRIDGE – DECK BOX STRENGTHENING CONTRACT

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which stated that the Authority intend to carry out major strengthening works to the main bridge deck on Cleddau Bridge, commencing in March, 2002 and lasting for 40 weeks. The need for strengthening had been identified after an extensive inspection and assessment of the Bridge. All of the strengthening work will be carried out within the deck box itself, so there will be minimal disruption to traffic flows.

As part of the contract it will be necessary to provide a compound area for the use of the contractor, in order to afford office, welfare and storage facilities. The proposed area for the compound is within the Cleddau Bridge Picnic Area at the southern end of the bridge.

The contractor will be able to use the car park for access only and not for car parking. This will retain the existing facilities, with the loss of only one car parking space used for an access point. The compound area, which gives convenient access to the south abutment of the bridge, will be protected by fencing during the contract period, and be reinstated to its current condition on completion.

150. FIREWORKS DISPLAY – MARTELLO TOWER

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which stated that they had no objection to the Council conducting a firework display from the roof of the above premises subject to conditions.

151. PUMPHOUSE, CRITERION WAY ROUNDABOUT

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which stated that they had resolved at their last meeting to approve the sale of the disused pumphouse at the above location to the Town Council upon the terms previously agreed.

RESOLVED –

(1) That Pembrokeshire County Council be advised that the Town Council accept the transfer of the ownership of the disused pumphouse building only but not the roundabout.

(2) That Pembrokeshire County Council be advised that Mr. H. Morgan of Lowless & Lowless is the Council's Solicitor.

152. PEMBROKE TANYARD MANAGEMENT TRUST

The Town Clerk reported that he had received a letter from the Pembroke Tanyard Management Trust which invited Town Councillors to their Annual General Meeting to be held on the 21st November, 2001 at the Tanyard Youth Project, commencing at 7.30 p.m.

153. TOWN IMPROVEMENTS

Councillor M.B. Owen had submitted a proposal for town improvements from 2001 – 2003 for Council consideration. As there was no seconder for the proposal it was

RESOLVED –

That no action be taken in the above matter.

154. REPORT OF FINANCIAL OFFICER

8. Half-Yearly Accounts

The Financial Officer reproduced at Appendix "A" a copy of the expenditure incurred during the first half of the current financial year, i.e. 1st April, 2001 to 30th September, 2001 together with a copy of the Balance Sheet/Bank Reconciliation for the information of Members.

9. Access Audit – Pater Hall

The Financial Officer reported that the Pembrokeshire Access Group had been asked to make an access audit of The Pater Hall and three members of the Group carried out a survey of the premises on 22nd October, 2001.

Claims for travelling expenses had been received from two members of the Group as follows and had been included in the schedule of accounts for payment:-

Mrs. C. Cavill, Penally	£6.50
Mr. M.W. Pratt, Milford Haven	£2.25

The third member of the Group is an employee of Pembrokeshire County Council.

RESOLVED –

That the Council approve payment as follows:-

Mrs. C. Cavill, Penally	£6.50
Mr. M.W. Pratt, Milford Haven	£2.25

10. Payment of Accounts

The Financial Officer reported that the following account had been paid out of meeting as it was necessary to purchase a mouse for the computer immediately:-

100. Infotech – Mouse for Computer	£12.99
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The following accounts were submitted for payment:-

101. Mrs. C. Cavill – Travelling Expenses	£6.50
102. Mr. M.W. Pratt – Travelling Expenses	£2.25
103. Pembrokeshire Rail Travellers Association – Subscription	£7.00
104. Pembroke Dock Old Peoples Welfare Committee – Donation	£500.00
105. Hean Castle Estate – Christmas Tree	£105.00
106. British Telecom – Telephone and Fax Charges	164.11
107. SWALEC – Electricity – Albion Square Lamp	£21.78
108. Pitney Bowes – Maintenance of Postage Meter	£11.74
109. Pitney Bowes – Postage by Phone – Recharging Postage Meter	£50.00
110. St. Mary's School – Plants &c. – Schools In Bloom Competition	£80.00

111.	HSBC Invoice Finance (E.D. Wood) – Christmas Lights	£643.90
112.	City Illuminations – Christmas Lights	£1,606.23
113.	Modern Print – Diaries etc.	£12.22
114.	Newey & Eyre – Electrical Materials	£149.74
115.	Tourism Committee – Donation	£2,000.00
116.	Imprest Account – Salaries, Wages, Tax and N.I.	£4,060.07

The following additional accounts were requested to be included for payment:-

117.	Alliance Lifting Services – Materials – Christmas Lighting	£31.02
118.	A.J. Thomas – Materials	£246.75
119.	Jewson Ltd. – Materials	£30.12
120.	Royal British Legion Poppy Appeal – Poppy Wreath	£17.50
121.	The Consortium – Stationery	£36.25

PROPOSED by Councillor D.L. Jones
 SECONDED by Councillor Mrs. M. Williamson.

RESOLVED –

That account nos. 101 – 121 be approved for payment.

155. TESCO - DONATION

The Town Clerk reported that Tesco had given a financial donation of £50 towards this year's Winter Carnival festivities.

156. AMERICAN EMBASSY

The Mayor reported that he had received a letter from the American Embassy thanking the Council and the people of Pembroke Dock for their support following the terrorist attack on America on September 11th, 2001.

157. MATTERS RAISED VERBALLY

(a) St. Patrick's Church – Vandalism

Councillor P.G. Gwyther stated that members of St. Patrick's Church had discussed with him the recent acts of vandalism at the Church.

RESOLVED –

That the Council request that the Police patrol the above area in an attempt to reduce possible vandalism.

(b) **Street Sweeping**

Councillor Mrs. B. Roch enquired as to whether the pavements are included in the street sweeping schedule in the Town.

RESOLVED –

That the Town Clerk clarify as to whether pavements are included in the street sweeping schedule in the Town.

(c) **Upper Gwyther Street/The Mount – Leaf Undergrowth**

Councillor Mrs. P.E. George stated that she had received complaints regarding the fallen leaves which had covered the road in the above vicinity and the danger for pedestrians.

RESOLVED –

That Pembrokeshire County Council be requested to remove the leaves in the above location.

(d) **Christmas Dinner, 2001**

Councillor Mrs. P.E. George referred to the Council's Christmas Dinner and it was

RESOLVED –

That the Council's Christmas Dinner be held in the Station Inn on Wednesday, 19th December, 2001 at 7.30 p.m.

The Meeting terminated at 9.00 p.m.



Mayor.