

At a Meeting of Pembroke Dock Town Council held at Pater Hall, Pembroke Dock on Thursday, 12<sup>th</sup> June, 2003 at 6.30 p.m.

**PRESENT:**

Councillor Mrs. P.E.M. Folland, Mayor  
Councillors W.J. Davies, D.T. Esmond,  
Mrs. C. Fortune, Mrs. P.E. George,  
P.G. Gwyther, K.C. Higgs, D.L. Jones,  
W.S. Rees, Mrs. V.M.J. Roach,  
R.G. Watts.

**IN ATTENDANCE:**

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

The Meeting was opened with Prayer.

**33. WELCOME – MR. A. JOHNSTONE, IT PROJECT VOLUNTEER**

The Mayor extended a welcome to Mr. A. Johnstone, IT Project Volunteer.

Mr. Johnstone gave a presentation on the Pembroke Dock Community Website Project which was a joint scheme operated with the assistance of the St. John's Hall I.T. Centre, the Chamber of Trade and the Town Council. There are two web sites namely [www.pembrokedock.org](http://www.pembrokedock.org) or [www.pembroke-dock.co.uk](http://www.pembroke-dock.co.uk) and he referred to the support given by volunteer individuals and stressed the importance of any business, club, charity or association to log on. Since the commencement of the site three months ago 21,478 hits had been made from all over the world. Progress had been achieved to date but more information and photographs were needed. If any organisation would like an event promoted details should be given in to the Town Council Offices or e-mail to [mail@pembrokedock.org](mailto:mail@pembrokedock.org). All listings are free. The website project was run by the community for the community.

Members were reminded that mailboxes have been set up for their use. If they do not wish to use this facility it would be helpful if Members would advise. The Town Council receives mail for Councillors and would be able to forward direct. Members were also advised on the upgrading of the Council's two computers to enable the new website to be updated on a regular basis.

The Mayor thanked Mr. Johnstone for attending the Meeting.

**34. APOLOGY**

An apology for absence was received from Councillor P. Weatherall.

**35. WELCOME – COUNTY COUNCILLOR B.J. HALL**

The Mayor extended a welcome to County Councillor B.J. Hall who was attending the Meeting at her request.

County Councillor B.J. Hall stated that he had at the request of the Mayor consulted with the Chief Executive and Solicitor of Pembrokeshire County Council regarding the financial implications if the name of Pembroke Dock was to be changed. He had been advised that if the Town Council resolved to change the name of Pembroke Dock then a request would have to be submitted to Pembrokeshire County Council for consideration in this matter.

A consultation procedure would then be implemented with all the utility services, commercial ratepayers, etc. If the proposed name change was approved after this period of consultation was completed all road signs, nameplates etc., throughout the country would then have to be replaced, together with all brochures, etc. A cost of £500,000 had been estimated for this change to be implemented which would have to be borne by the Town Council. If it was decided that a referendum for the residents should be undertaken the cost would be borne by the Town Council.

County Councillor B.J. Hall referred to the Milford Port Authority and the explosive licence which had been approved for the Dockyard and the ongoing affect on the Town in an emergency. Investigations into a claxon warning system were ongoing and it was hoped that a successful conclusion would be reached.

County Councillor B.J. Hall referred to the ongoing problem with regard to ferry traffic and advised that the Police are able to move lorries parked in the Town.

The Mayor thanked Councillor Hall for his advice and for attending the Meeting.

**36. MAYOR'S REPORT**

The Mayor, Councillor Mrs. P.E.M. Folland informed the Council of her engagements since the last meeting.

**37. MINUTES**

PROPOSED by Councillor Mrs. P.E. George  
SECONDED by Councillor Mrs. C. Fortune

**RESOLVED –**

That the Minutes of the Meeting held on the 22<sup>nd</sup> May, 2003 be adopted as circulated subject to the following amendments:-

38. **MATTERS ARISING FROM THE MINUTES**

(a) **Minute 26(b) – Relief Emergency Road – Pennar**

The Town Clerk stated that arrangements had been made for him to meet with Mr. I. Ponsford, Pembrokeshire County Council and County Councillor A. Wilcox at the above location on Monday, 16<sup>th</sup> June, 2003. Councillor Mrs. V.M.J. Roach stated that she would wish to attend the site meeting. The Town Clerk stated that he would advise Councillor Roach as to the time of the proposed meeting.

(b) **Minute 28(15) – Casual Vacancy – Pennar Ward**

The Town Clerk advised that the casual vacancy had been incorporated with the web site literature and was to be delivered to all householders in the Town.

(c) **Minute 32(a) – Disused Railway Line – Gordon Street**

The Town Clerk reported that he had consulted with Mr. B. Angell who had advised that he is not the owner of the above land. Mr. Bill Collins had advised that he was not sure if this land was in his ownership. The Town Council was granted permission to enter the land.

The Town Clerk requested Members to determine whether to proceed in this matter.

**RESOLVED –**

That Pembrokeshire County Council be requested to include the above location in their work schedule for street cleansing.

(d) **Minute 32(b) – Festivals & Events in Pembrokeshire - Leaflet**

The Town Clerk reported that a letter had been received from Planed which advised that all towns had been circulated in January, 2003 regarding events during the year. As this literature had not been received by the Town Council they had offered to include a flyer which would be included with their promotional leaflets.

**RESOLVED –**

That the Town Clerk express the Council's appreciation for their assistance in this matter and submit details of events to be held in the Town during the year.

(e) **Minute 32(c) – Japanese Knotweed – Town**

The Town Clerk reported that a letter had been received from Pembrokeshire County Council in respect of the above matter which stated that this would be included in the annual spraying programme.

29

**(f) Minute 32(d) – Cromwell Street/Argyle Street – Footpath**

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which stated that the footpath would be inspected and the necessary clearance works undertaken. The request for the footpath to be included in the future footpath lighting programme had been sent to the Street Lighting Engineer.

**(g) Minute 32(e) – 34 Dimond Street – Dilapidated Condition**

The Town Clerk stated that officials of Pembrokeshire County Council had inspected the above premises and had removed a fascia board which was loose. The owners of the property would be recharged in this matter.

The Town Clerk further advised that he had written to Corals to confirm ownership. No reply had been received to date.

**(h) Minute 32(j) – Website – Flyer**

The Town Clerk stated that it had not been possible to undertake the printing of the above flyer in the Office and that it had been undertaken by Modern Print. The original quote of £90 was on the basis that a Modern Print advertisement would be printed on the reverse. As the flyer now included details of the Casual Vacancy on the reverse, the cost would be £153 with artwork supplied by Councillor P.G. Gwyther. Delivery costs would be paid by the Website Committee.

**RESOLVED –**

That the Council approve payment of £153 to Modern Print in respect of the above flyer.

**39. REPORT OF TOWN CLERK**

**34. Pater Hall – Alterations and Refurbishment**

The Town Clerk stated that he had been informed by Pembroke Design Ltd., that the tender documents had been issued to the five Contractors reported at the last meeting. Tenders were to be returned by Noon on Friday, 27<sup>th</sup> June, 2003. Pembroke Design had requested that the tenders be opened on that day, if possible.

In accordance with Council's Standing Orders the tenders have to be opened at one time in the presence of the Mayor and the Town Clerk.

**RESOLVED –**

That the Mayor and Town Clerk open the tenders at Noon on Friday, 27<sup>th</sup> June, 2003 in respect of the alterations and refurbishment of Pater Hall and report back to next Council Meeting.

**35. Pembrokeshire Association of Local Councils**

The Town Clerk enclosed, as a separate document, a copy of the May Newsletter, for Members' information.

**36. The Local Authorities (Allowances for Members of Community Councils (Wales) Regulations, 2003**

The Town Clerk reported that the primary legislation under which these Regulations had been made is the Local Government Act, 1972 and latterly the Local Government Act, 2000.

The Regulations provide for Members of Town and Community Councils to receive attendance, travel and subsistence allowances for "approved duty" outside the area of the Council concerned. Councils are able to decide on the level of attendance allowance but the amount payable must be the same for all members and must not exceed the maximum prescribed in the Regulations.

The Town Clerk enclosed at Appendix "A" for Members' information, a copy of a guidance note issued by the Welsh Assembly Government. The full Regulations were available for inspection.

**37. New Coastal Bus Service**

The Town Clerk reported that due to the ongoing success of the "Pembrokeshire Coastal Bus Services," Pembrokeshire County Council had been liaising with Silcox Coaches in developing a new coastal bus service around the Angle, Bosherton and Stackpole Peninsula.

The service will commence on Saturday, 19<sup>th</sup> July and continue seven days a week until the 28<sup>th</sup> September, 2003. After this the service will continue, but only for a few days a week. Timetables for this and the other coastal bus services were available for inspection.

**38. Reinstatement of Cobble Setts**

The Town Clerk referred to the Council resolution on the 1<sup>st</sup> May, 2003 to request Pembrokeshire County Council for an update on the undertaking previously given regarding the reinstatement of the cobble setts in the Town. A reply had been received which stated that regrettably it was not possible to include the work in the final programme for the 2002/03 financial year. The scheme had been carried forward to this year's programme and was currently anticipated to start in mid-July, 2003.

**39. Shared Use Path – A4139 Ferry Lane to Llanion Cottages**

The Town Clerk stated that notification had been received from Pembrokeshire County Council that construction works were to begin on the 9<sup>th</sup> June, 2003 on the provision of a 2.5m wide shared use path on the west side of the A4139 Ferry Lane from the junction of Top Road to the underpass and along to Llanion Cottages. The path will be along the line of the existing narrow footway.

**40. Physically Impaired People of Pembrokeshire Association (P.I.P.P.A.)**

The Town Clerk reported that an invitation had been received to attend the Association's Annual General Meeting to be held on Friday, 27<sup>th</sup> June, 2003 at the Picton Centre, Haverfordwest at 2.00 p.m.

**41. Pembrokeshire Rail Travellers Association**

The Town Clerk stated that the Association's latest newsletter had been received and was available for inspection.

**42. Donation – Pembroke Dock Cricket Club**

The Town Clerk reported that a request for a donation had been received from the Pembroke Dock Cricket Club and was enclosed at Appendix "B."

(The Town Clerk, Mr. T.R. Edwards declared his interest in the above Club).

**RESOLVED –**

That the Council make a donation of £100  
subject to submission of a satisfactory balance  
sheet.

**43. Planning Applications**

The following applications had been received and were submitted for consideration:-

192/03	Mr. D. Roberts 68 Military Road Pennar Pembroke Dock	68 Military Road, Pennar – Balcony addition to extension at rear of building (amended design)
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PROPOSED by Councillor Mrs. C. Fortune

SECONDED by Councillor K.C. Higgs

**RESOLVED –**

That the Council have no objection to the application.

196/03	Mr. & Mrs. R. Rees 9 Britannia Road Pembroke Dock	Plot 17, Pennar Park – New residential dwelling
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PROPOSED by Councillor Mrs. C. Fortune

SECONDED by Councillor P.G. Gwyther

**RESOLVED –**

That the Council have no objection to the application.

197/03      Mr. A. McDonald      60 Laws Street –  
60 Laws Street      Extension to rear of house  
Pembroke Dock

PROPOSED by Councillor Mrs. V.M.J. Roach  
SECONDED by Councillor Mrs. C. Fortune

**RESOLVED –**

That the Council have no objection to the application

207/03      M. Price      Hobbs Point, West Llanion –  
Clearwater Eltons Marsh      Renewal of planning permission  
Canon Pyon Road      741/98 – Residential Development  
Hereford

PROPOSED by Councillor K.C. Higgs  
SECONDED by Councillor Mrs. V.M.J. Roach

**RESOLVED –**

That the application be deferred for further information,  
it is not clear from the application to which plot the  
application refers to. Please resubmit.

215/03      South Haven Construction      Land at Charles Thomas Avenue,  
Stockwell Road      London Road –  
Llanion Park      Erection of 13 bungalows, 6 houses  
Pembroke Dock      and 4 dormer bungalows

PROPOSED by Councillor D.T. Esmond  
SECONDED by Councillor Mrs. P.E. George

**RESOLVED –**

That the Council have no objection to the application.

225/03      Mr. & Mrs. J. Lade      Plot 1 land adj., Pembroke Haven  
10 Buttermilk Close      Residential Home, Connaught Road –  
Pembroke      New bungalow

PROPOSED by Councillor K.C. Higgs  
SECONDED by Councillor Mrs. P.E. George

**RESOLVED –**

That the Council have no objection to the application

*HL*

228/03      Captain & Mrs. S. Lade      Plot 2, Connaught Road, Llanion Park –  
                 c/o Pembroke Haven      Residential bungalow  
                 Residential Home  
                 Llanion Park  
                 Pembroke Dock

PROPOSED by Councillor Mrs. P.E. George  
SECONDED by Councillor D.T. Esmond

**RESOLVED –**  
That the Council have no objection to the application.

235/03      R. Nugent      Land rear of Brewery Street –  
                 Branders Park      1 No. Dwelling  
                 Cresselly  
                 Kilgetty

PROPOSED by Councillor Mrs. V.M.J. Roach  
SECONDED by Councillor D.T. Esmond

**RESOLVED –**  
That the Council refuse the application as it is considered  
that the proposal would be an overdevelopment of the  
site with access problems.

#### **44.      Planning Decisions**

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

1308/02 – 45 Park Street – Additional storey to existing extension – **Approved**  
1312/02 – 30 Glenview Avenue, Llanion Estate – Amendment to Condition 3 Application  
No. 02/519/PA to allow garage to be sited no closer than 6 metres from kerb edge –  
**Approved**  
1328/02 – 8 Albany Street – Extension to dwelling – **Approved**  
1329/02 – Housing Development at, King William Street – Residential Development –  
4 Dwellings – **Approved**

#### **40.      SUPPLEMENTARY REPORT OF TOWN CLERK**

##### **45.      Donations**

The Town Clerk reported that the following requests had been received and were enclosed at Appendix "C:-"



**(a) The Pater Pantomime Society**

The Society are to hold a "Stars in Your Eyes" Competition at the Pater Hall on the 27<sup>th</sup> June, 2003 and had requested assistance in providing the cash prizes and trophies. Last year the Council received a similar request and made a donation of £25. A donation of £100 was also made to the Society in April 2002.

(Councillor Mrs. P.E. George declared her interest in the above Society and took no part in the discussion and did not vote).

**(b) The Bush & Park Tenants and Residents Association**

The Association had recently been informed that it has won a Queen's Golden Jubilee Award for its achievements over the past six years. Four Committee Members had received an invitation to attend at Buckingham Palace on the 22<sup>nd</sup> July, 2003 and the request was for a donation to assist with travelling and accommodation expenses.

(Councillor Mrs. P.E. George declared her interest in the above Association and took no part in the discussion and did not vote).

**RESOLVED –**

- (1) That the Council make a donation of £25 to the Pater Pantomime Society subject to the submission of a balance sheet.
- (2) That the Council congratulate the Bush and Park Tenants and Residents Association on Winning a Queen's Golden Jubilee Award.

**46. Pembroke Dock Regatta – 12<sup>th</sup> July, 2003**

The Town Clerk enclosed at Appendix "D" for Members' information, details of the Timetable for Regatta Day. Mr. David James, of the West Wales Maritime Heritage, had confirmed that he has obtained written permission from Pembrokeshire County Council to erect stalls at Hobbs Point.

**47. Licensing  
The Spar Stores, 5/7 Dimond Street**

The Town Clerk reported that notice of an application for the transfer of the Justices' Licence had been received. The applicants are Nigel Hughes and Emma Hughes of 15, Park View Crescent, Pembroke Dock. The licence is currently held by Ian Earnest Bailes and Robert William Fry.

**RESOLVED –**

- That the Council have no objection to the above application.

**48. Planning Application**

The Town Clerk reported that the following application had been received and was submitted for consideration:-

244/03	Lennie Scourfield Ltd. 6 Arthur Morris Drive Pembroke Dock	Plot 14, Hampshire Drive – One Dwelling
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PROPOSED by Councillor D.T. Esmond  
SECONDED by Councillor Mrs. P.E. George

**RESOLVED –**

That the Council have no objection to the application.

**49. Planning Decision**

The following decision had been received from Pembrokeshire County Council in respect of a current planning application:-

1414/02 – 22 Amphion Court – Disabled facilities bedroom and shower room rear extension  
– **Approved**

**41. PARK STREET – NOISE NUISANCE**

The Town Clerk reported that the Mayor had received a letter from Mrs. K. Becton, 3 Park Street regarding numerous problems which included vandalism by young persons which had been ongoing since February, 2003. This matter had been brought to the attention of the Police Authority and was causing great distress to the residents.

Members expressed their concern regarding areas in the Town which are subject to vandalism and harassment to residents. It was suggested that the portable CCTV cameras operated by Dyfed-Powys Police be located in the area to monitor behaviour.

**RESOLVED –**

- (1) That the Chief Inspector, Dyfed-Powys Police be requested to advise as to what action had been taken in this matter and request that prosecutions be taken under the Anti-Social Behaviour Orders.
- (2) That Dyfed-Powys Police be requested to provide their portable CCTV camera in the above area in order to monitor behaviour of offenders.
- (3) That the Director of Social Services be requested to advise as to what action would be taken in this matter.

**42. ALBION SQUARE AREA – GRAFFITI**

The Town Clerk referred to the racial graffiti which had been painted on in the Albion Square area and advised Members that the Carew Cleaning Services had undertaken to remove this free of charge.

**RESOLVED –**

That the Council write a letter of appreciation to Carew Cleaning Services for undertaking clearance of graffiti free of charge.

**43. REPORT OF FINANCIAL OFFICER**

**6. Audit of Accounts for Year Ended 31<sup>st</sup> March, 2002**

The Financial Officer reported that the audit of accounts for the year ended 31<sup>st</sup> March, 2002 had now been completed by HLB AV Audit and a copy of the Annual Return was attached for approval and acceptance by Council.

The only issue to which attention was drawn was in respect of the appointment of an Independent Internal Auditor and was as follows:-

The Council did not have in place an internal auditor who is independent from Council influence. To ensure the councils internal controls are adequate, to protect the Council from fraud and error and to highlight any areas of improvement and efficiency it is essential that one is sought.

In order to safeguard the Council's public image it is also recommended that the person sought for this role should not only be independent, but be seen to be independent by the electorate. Any close friends or associates of Councillors or the Clerk or councillors not involved in the finances of the Council are therefore not recommended to carry out this role.

As Members were aware Mr. Malcolm Roberts had been appointed to carry out the role of Internal Auditor with effect from 1<sup>st</sup> April, 2002.

**7. Payment of Accounts**

The following accounts were submitted for payment:-

38.	Pembroke Design – Professional Fees	£11,750.00
39.	HLB AV Audit – Audit Fee (2001/2002)	£411.25
40.	Completely PC – Upgrading Computers	£398.37
41.	Pitney Bowes – Maintenance of Postage Meter	£11.74
42.	Willowdale Flowers – Flowers – Civic Function	£47.70
43.	Pembroke Dock Harlequins RFC – Donation – Carnival & Fete	£100.00
44.	The Consortium – Stationery	£76.03
45.	Jewson Ltd. – Materials	£29.35

N.B. Account No. 38 – Pembroke Design was paid out of meeting.

PROPOSED by Councillor Mrs. P.E. George  
SECONDED by Councillor D.T. Esmond

**RESOLVED –**

That account nos. 38 – 45 be approved for payment.

**44. PEMBROKE DOCK – NAME**

The Town Clerk stated that he had liaised with the Legal Department, Pembrokeshire County Council in respect of the possibility of the name of Pembroke Dock being changed and the relevant procedures which would have to be adopted.

It was

PROPOSED by Councillor W.J. Davies  
SECONDED by Councillor Mrs. V.M.J. Roach

That the Council do not consider changing the name of Pembroke Dock and that a recorded vote be taken.

An Amendment was

PROPOSED by Councillor W.S. Rees  
SECONDED by Councillor K.C. Higgs

That the Town Clerk be instructed to report back to the next Council Meeting as to the financial implications of holding a Referendum in the Town in order to ascertain the views of the inhabitants as to whether they wished to change the name of Pembroke Dock.

On being put to the Meeting the following recorded vote was taken.

**For the Amendment**

Councillor P.G. Gwyther  
Councillor K.C. Higgs  
Councillor W.S. Rees

3 votes

**Against the Amendment**

Councillor W.J. Davies  
Councillor D.T. Esmond  
Councillor Mrs. P.E.M. Folland  
Councillor Mrs. C. Fortune  
Councillor Mrs. P.E. George  
Councillor D.L. Jones  
Councillor Mrs. V.M.J. Roach  
Councillor R.G. Watts

8 votes

The Mayor thereupon declared the Amendment **LOST**.

The Proposition was then put to the Meeting when the following recorded vote was taken.

**For the Proposition**

Councillor W.J. Davies	
Councillor D.T. Esmond	
Councillor Mrs. P.E.M. Folland	
Councillor Mrs. C. Fortune	
Councillor Mrs. P.E. George	
Councillor P.G. Gwyther	
Councillor D.L. Jones	
Councillor Mrs. V.M.J. Roach	
Councillor R.G. Watts	9 votes

**Against the Proposition**

Councillor K.C. Higgs	1 vote
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**Abstention**

Councillor W.S. Rees	1 vote
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The Mayor thereupon declared the Proposition **CARRIED**.

**RESOLVED –**

That the name of Pembroke Dock remain unchanged.

**45. MATTERS RAISED VERBALLY**

**(a) Townscape Heritage**

Councillor D.L. Jones stated that he had recently attended a meeting of the Townscape Heritage Initiative when Ms C. Willeson, Arts Officer and Ms. M. Howells, Planning Department, Pembrokeshire County Council had been present.

The possibility of obtaining funding from the Welsh Arts Council and Wales Tourist Board seemed hopeful to ensure the success of the Town Trail. Reference was made to the need to provide "finger post signs" which are present in most Towns advising visitors of important locations.

Reference was also made to the "Pump House" and it was hoped that funding would be available to undertake repairs.

**(b) Dockyard – Explosives**

Councillor D.L. Jones stated that the MOD Carr Jetty already possessed an explosive licence. The Ministry were not only stringent but restrictive as to quantity of explosives handled and how they are handled. Any problem intervening with the loading arrangements would entail the explosives being stored at Castlemartin. The safety factor was extremely tight with ultimate sanction from the Ministry concerned and not Pembrokeshire County Council.

**(c) Air Raid Shelter – Pennar Beach**

Councillor Mrs. C. Fortune stated that she had received a complaint that litter etc. had been deposited at the above location.

The Town Clerk stated that he had requested the County Council to remove debris at Pennar Beach on a previous occasion.

**RESOLVED –**

That Pembrokeshire County Council be requested to undertake further clearance at the above location.

**(d) 47 Bush Street – Condition**

Councillor Mrs. C. Fortune referred to the deplorable condition of the above premises and it was

**RESOLVED –**

That Pembrokeshire County Council be requested to inspect the above premises and take appropriate action in this matter.

**(e) North Street/Britannia Road - Signage**

Councillor Mrs. C. Fortune stated that she had received complaints that road signs in the above location had been damaged by large vehicles being parked too close.

**RESOLVED –**

That Pembrokeshire County Council be requested to replace the road name sign in the above location.

**(f) Site of former Albion Garage**

Councillor Mrs. V.M.J. Roach stated that she had received several complaints regarding a strong odour of sewage from this area. It would appear that during the demolition of the garage the manhole covers were damaged and removed. Pembrokeshire County Council were informed at the time and undertook to rectify the problem.

**RESOLVED –**

That Pembrokeshire County Council be requested to advise as to the current position in this matter.

**(g) Britannia Road – Opposite Catholic School – Parking**

The Mayor referred to the problems of vehicles being parked in the above location and resultant congestion and it was

**RESOLVED –**

That Dyfed-Powys Police be requested to advise on the above matter.

**(h) 49 Gwyther Street – Condition**

Councillor W.J. Davies referred to the appalling condition of the above property and garden and it was

**RESOLVED –**

That Pembrokeshire County Council be again advised of the Council's concern in respect of the above property.

**(i) Pembroke/Pembroke Dock – Twinning with Bergen**

Councillor Mrs. P.E. George stated that at a recent Pembroke Dock/Pembroke Joint Twinning and Tourism Committee reference had been made to the fact that since the separation of the two Town Councils in 1986 whilst Pembroke had continued their links with Bergen no contact had been continued with Pembroke Dock. Technically Pembroke Dock were still twinned with Bergen the Committee had requested that the Council confirm.

**RESOLVED –**

That the Council confirm that they are twinned with Bergen and that closer links be forged.

**46. PRIVATE AND CONFIDENTIAL**

PROPOSED by Councillor D.T. Esmond

SECONDED by Councillor Mrs. P.E. George

**RESOLVED –**

That the public and press be excluded from the Meeting under the Public Bodies (Admission to Meetings) Act, 1960..

**47. REPORT OF TOWN CLERK**

**1. Compassionate Leave – Mr. J. Jones and Mrs. M. Bittle**

The Town Clerk referred to the recent death of the Caretaker's Mother and the Cleaners, Mother-in-Law.

Pembrokeshire County Council had advised that entitlement to compassionate leave was no longer included in the National Conditions of Service. Within Pembrokeshire County Council discretion for the granting of compassionate leave had been delegated to Departmental Directors and up to five days was generally granted in respect of immediate family bereavements, depending on individual circumstances. "Immediate family" had been defined by Pembrokeshire County Council as follows:-

"Father, mother, husband, wife, partner, son, daughter (including adopted or fostered), brother, sister, parent in law, grandparent, or a person considered to be in a close relationship as circumstances warrant."

**RESOLVED –**

That at the discretion of the Town Clerk  
up to a maximum of five days compassionate  
leave be granted.

**The Meeting terminated at 8.40 p.m.**

*Pen. Hall*

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**Mayor.**



# **PEMBROKE DOCK TOWN COUNCIL**

## **REPORT OF TOWN CLERK**

**12<sup>TH</sup> JUNE, 2003**

Madam Mayor, Ladies and Gentlemen,

### **PART I – GENERAL**

#### **34. PATER HALL – ALTERATIONS AND REFURBISHMENT**

I have been informed by Pembroke Design Ltd., that the tender documents have been issued to the five Contractors reported at the last meeting. Tenders have to be returned by Noon on **Friday, 27<sup>th</sup> June, 2003.**

Pembroke Design have requested that the tenders be opened on that day, if possible.

In accordance with Council's Standing Orders the tenders have to be opened at one time in the presence of the Mayor and the Town Clerk.

### **PART II - CORRESPONDENCE**

#### **35. PEMBROKESHIRE ASSOCIATION OF LOCAL COUNCILS**

I enclose, as a separate document, a copy of the May Newsletter, for Members' information.

#### **36. THE LOCAL AUTHORITIES (ALLOWANCES FOR MEMBERS OF COMMUNITY COUCILS)(WALES) REGULATIONS, 2003**

The primary legislation under which these Regulations have been made is the Local Government Act, 1972 and latterly the Local Government Act, 2000.

The Regulations provide for Members of Town and Community Councils to receive attendance, travel and subsistence allowances for "approved duty" outside the area of the Council concerned.

Councils are able to decide on the level of attendance allowance but the amount payable must be the same for all members and must not exceed the maximum prescribed in the Regulations.

I enclose, as Appendix "A" for Members' information, a copy of a guidance note issued by the Welsh Assembly Government. The full Regulations are available for inspection.

**37. NEW COASTAL BUS SERVICE**

Due to the ongoing success of the "Pembrokeshire Coastal Bus Services," Pembrokeshire County Council have been liaising with Silcox Coaches in developing a new coastal bus service around the Angle, Bosherton and Stackpole Peninsula.

The service will commence on Saturday, 19<sup>th</sup> July and continue seven days a week until the 28<sup>th</sup> September, 2003. After this the service will continue, but only for a few days a week.

Timetables for this and the other coastal bus services are available for inspection.

**38. REINSTATEMENT OF COBBLE SETTS**

The Council resolved on 1<sup>st</sup> May, 2003 to request Pembrokeshire County Council for an update on the undertaking previously given regarding the reinstatement of the cobble setts in the Town. A reply has been received stating that regrettably it was not possible to include the work in the final programme for the 2002/03 financial year. The scheme has been carried forward to this year's programme and is currently anticipated to start in mid-July, 2003.

**39. SHARED USE PATH – A4139 FERRY LANE TO LLANION COTTAGES**

Notification has been received from Pembrokeshire County Council that construction works are to begin on the 9<sup>th</sup> June, 2003 on the provision of a 2.5m wide shared use path on the west side of the A4139 Ferry Lane from the junction of Top Road to the underpass and along to Llanion Cottages. The path will be along the line of the existing narrow footway.

**40. PHYSICALLY IMPAIRED PEOPLE OF PEMBROKESHIRE ASSOCIATION (P.I.P.P.A.)**

An invitation has been received to attend the Association's Annual General Meeting to be held on Friday, 27<sup>th</sup> June, 2003 at the Picton Centre, Haverfordwest at 2.00 p.m.

**41. PEMBROKESHIRE RAIL TRAVELLERS ASSOCIATION**

The Association's latest newsletter has been received and is available for inspection.

**42. DONATION – PEMBROKE DOCK CRICKET CLUB**

The request for a donation is enclosed at Appendix "B."

### **PART III – PLANNING**

#### **43. PLANNING APPLICATIONS**

The following applications have been received and are submitted for consideration:-

192/03	Mr. D. Roberts 68 Military Road Pennar Pembroke Dock	68 Military Road, Pennar – Balcony addition to extension at rear of building (amended design)
196/03	Mr. & Mrs. R. Rees 9 Britannia Road Pembroke Dock	Plot 17, Pennar Park – New residential dwelling
197/03	Mr. A. McDonald 60 Laws Street Pembroke Dock	60 Laws Street – Extension to rear of house
207/03	M. Price Clearwater Eltons Marsh Canon Pyon Road Hereford	Hobbs Point, West Llanion – Renewal of planning permission 741/98 – Residential Development
215/03	South Haven Construction Stockwell Road Llanion Park Pembroke Dock	Land at Charles Thomas Avenue, London Road – Erection of 13 bungalows, 6 houses and 4 dormer bungalows
225/03	Mr.&Mrs. J. Lade 10 Buttermilk Close Pembroke	Plot 1 land adj., Pembroke Haven Residential Home, Connaught Road – New bungalow
228/03	Captain & Mrs.S. Lade c/o Pembroke Haven Residential Home Llanion Park Pembroke Dock	Plot 2, Connaught Road, Llanion Park – Residential bungalow
235/03	R. Nugent Branders Park Cresselly Kilgetty	Land rear of Brewery Street – 1 No. Dwelling

#### 44. **PLANNING DECISIONS**

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

1308/02 – 45 Park Street – Additional storey to existing extension – **Approved**

1312/02 – 30 Glenview Avenue, Llanion Estate – Amendment to Condition 3

Application No. 02/519/PA to allow garage to be sited no closer than 6 metres from kerb edge – **Approved**

1328/02 – 8 Albany Street – Extension to dwelling – **Approved**

1329/02 – Housing Development at, King William Street – Residential Development – 4 Dwellings – **Approved**

T.R. EDWARDS

Town Clerk

13 MAY 2003

April 2003

# GUIDANCE NOTE

## THE LOCAL AUTHORITIES (ALLOWANCES FOR MEMBERS OF COMMUNITY COUNCILS) (WALES) REGULATIONS 2003

*This note represents non-statutory guidance produced by the Welsh Assembly Government, as an aid to understanding the detail of the Local Authorities (Allowances for Members of Community Councils) (Wales) Regulations 2003, ("the regulations"). It provides general guidance only in respect of the regulations and is not intended to be exhaustive.*

### The background in primary legislation

1. Sections 173 to 178 of the Local Government Act 1972 ("the 1972 Act") deal with allowances for members of local authorities and other bodies.
2. Section 173 (Attendance allowance and financial loss allowance) provides for members of community councils (which, for the purposes of this note, includes town councils) to receive an attendance allowance for the performance of an "approved duty". The definition of an approved duty is given in regulation 9 of the regulations but, in summary, covers meetings of the council, other meetings or events authorised by the council and the general performance of duties in line with council functions.
3. Councils are able to decide on the level of attendance allowance and may set a daily rate but the amount payable must be the same for all members and must not exceed any maximum amount prescribed by the Assembly in the regulations.
4. Members of councils who are not councillors (i.e. co-opted members) may receive a financial loss allowance rather than an attendance allowance for loss of earnings, and subject to also an upper limit which the council may set.
5. Neither attendance nor financial loss allowance is payable for duties carried out within the area of the community council concerned.
6. Section 173A (Right to opt for financial loss allowance) of the 1972 Act allows a councillor to opt for a financial loss allowance rather than an attendance allowance.
7. Section 174 (Travelling allowance and subsistence allowance) of the 1972 Act refers to travel and subsistence allowances and is disapplied by the regulations (see below) in respect of community councillors in Wales.
8. Section 175 (Allowance for attending conferences and meetings) of the 1972 Act provides for allowances for attending conferences and meetings. It allows community councils to pay members an attendance allowance

and a travel and subsistence allowance for attending a meeting or conference as a representative of their authority. The Assembly is given power to set a limit on the attendance allowances (and also a power to limit the total such allowances which an authority can pay out in a year). This limit is set by the regulations

9. Section 176 (Payment of expenses of official and courtesy visits, etc.) of the 1972 Act allows an authority to defray reasonable expenses when members make official or courtesy visits, in the UK or abroad, and also to cover the costs of receptions and entertainment of distinguished guests visiting the authority's area.
10. Section 177 (Provisions supplementary to section 173 to 176) is a technical provision. Section 178 enables the Assembly to make regulations concerning the administration of the various types of payments mentioned above, including regulations to avoid duplication of payment and others providing for the publication of payments made.
11. Finally, section 100 (Power to make provision about allowances) of the Local Government Act 2000 ("the 2000 Act") enables the Assembly to make regulations concerning allowances for members of community councils, including travel and subsistence allowances, allowances for attending conferences and meetings and the reimbursement of expenses incurred.
12. This section (section 100 of the 2000 Act) gives the Assembly power to amend or repeal any of the provisions in sections 173 to 176 of the 1972 Act, so is a powerful provision.

### The regulations

13. Regulation 5 sets a limit of £32.46 per day as a maximum attendance allowance.
14. Regulation 6 sets a limit of £30.05 for a period of 4 hours or less, or £60.11 per day for longer periods as maximum financial loss allowances.
15. Regulation 7 allows authorities, for the first time, to annually uprate these allowances, each April in line with average wage increases (using an indicator defined in the regulations). The percentage increase allowed will be publicised by the Assembly.
16. Regulation 8 allows councillors to forego their allowances should they so decide.
17. Regulation 9 defines approved duties as described above.

18. Regulation 10 sets a limit of £32.46 per day on allowances for attending conferences and meetings.

19. Regulation 11 sets out new rules for dealing with claims for travel and subsistence allowances. Councils may decide on rates of allowance payable, subject to the limitations set by the regulations. Councils may not set a higher rate of mileage allowances than those available to Assembly Members, unless they are already paying a higher rate, in which case they must be capped until such time as the AM's rates catch up. This means that, in most cases, councils will be able to automatically uprate their mileage allowances on an annual basis in line with AM rates, which will be published by the Assembly.

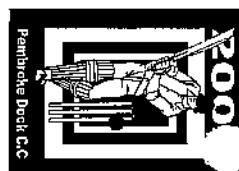
20. All other claims for refund of expenses must be accompanied by receipts. Councils may set upper limits on the amounts they are prepared to meet. It should be noted that travel and subsistence allowances, as with attendance or financial loss allowances, are not payable for duties performed within the community area.

21. Regulation 12 deals with avoidance of duplication and stipulates that any claim for allowances must involve a signed statement that no other claim will be, or has been, made for the same duties. In particular, no payment concerned with official and courtesy visits under section 176 of the 1972 Act (see above) will be made if the member has already received payment under the regulations. In addition, the regulations prevent payment of an allowance to a member for a duty performed for the same or another body during a period of time for which they have already received an attendance or financial loss allowance. Similarly, a council may reduce the amount of attendance or financial allowance payable by the amount of any similar allowance already received by the member for the period in question.

22. Regulation 13 requires councils to keep records of all the payments they make under the regulations, which may be inspected by the public, who may ask for a copy of any records, subject to any reasonable cost imposed by the council.

23. Regulation 14 requires that councils must publish the total amount of attendance or financial loss allowance paid to each member in any financial year.

24. Regulation 15 is technical but ensures that the existing regulations (the Local Authorities (Members' Allowances) Regulations 1981 and the Local Authorities (Members' Allowances) (Amendment) (Wales) Regulations 2001) will remain in force until 1<sup>st</sup> April 2003, when these regulations come into force. It also disappplies section 174 (travel and subsistence) of the 1972 Act from community councils (because these matters are now entirely dealt with in the regulations). That section should now be ignored with regard to community and town councils in Wales. From 1<sup>st</sup> April 2003 the regulations will govern what can happen with regard to travel and subsistence for community councillors in Wales.



## Pembroke Dock Cricket Club

All correspondence to be addressed to:  
 Hon. Secretary, Mr Neil Bulley  
 13 Prince Street  
 Pembroke Dock  
 Pembrokeshire  
 SA72 6XT  
 Tel: 01646 622667

President: Mr M Powell  
 Hon. Chairman: Mr J Sheppard  
 Hon. Treasurer: Mr M M Leyland  
 Club Captain: Mr S Langhorne

-5 JUN 2003

S. L. O. S.

MR. R. EDWARDS  
 TOWN CLERK  
 PEMBROKE DOCK  
 TOWN COUNCIL.

Dear Sir,

I am writing to you on behalf of the committee of the club to ask if the council, at their next meeting, would consider making a donation to the club.

As you are not doubt aware it costs a lot of money to put any club running and we are continuously looking for ways to raise cash.

Unfortunately because the ground is owned by the county council we are not allowed to do anything which would bring in more revenue. We also pay rent for the use of the ground to the current landlord of the club.

Helping the council will look forward to this request and we look forward to your continued support.

Yours faithfully  
 S. L. O. S.

# **PEMBROKE DOCK TOWN COUNCIL**

## **REPORT OF FINANCIAL OFFICER**

**12<sup>TH</sup> JUNE, 2003**

Madam Mayor, Ladies and Gentlemen,

### **6. AUDIT OF ACCOUNTS FOR YEAR ENDED 31<sup>ST</sup> MARCH, 2002**

The audit of accounts for the year ended 31<sup>st</sup> March, 2002 has now been completed by HLB AV Audit and a copy of the Annual Return is attached for approval and acceptance by Council.

The only issue to which attention was drawn was in respect of the appointment of an Independent Internal Auditor and was as follows:-

The Council did not have in place an internal auditor who is independent from Council influence. To ensure the councils internal controls are adequate, to protect the Council from fraud and error and to highlight any areas of improvement and efficiency it is essential that one is sought.

In order to safeguard the council's public image it is also recommended that the person sought for this role should not only be independent, but be seen to be independent by the electorate. Any close friends or associates of Councillors or the Clerk or councillors not involved in the finances of the Council are therefore not recommended to carry out this role.

As Members are aware Mr. Malcolm Roberts has been appointed to carry out the role of Internal Auditor with effect from 1<sup>st</sup> April, 2002.

### **7. PAYMENT OF ACCOUNTS**

The following accounts are submitted for payment:-

38.	Pembroke Design – Professional Fees	£11,750.00
39.	HLB AV Audit – Audit Fee (2001/2002)	£411.25
40.	Completely PC – Upgrading Computers	£398.37
41.	Pitney Bowes – Maintenance of Postage Meter	£11.74
42.	Willowdale Flowers – Flowers – Civic Function	£47.70
43.	Pembroke Dock Harlequins RFC – Donation – Carnival & Fete	£100.00
44.	The Consortium – Stationery	£76.03
45.	Jewson Ltd. – Materials	£29.35

N.B. Account No. 38 – Pembroke Design was paid out of meeting.

W.A. VINCENT  
Financial Officer

## LOCAL COUNCILS IN ENGLAND AND WALES

**ANNUAL RETURN**

FOR THE YEAR ENDED 31 MARCH 2002

PEMBROKE DOCK TOWN

COUNCIL

**SECTION 1 – THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this annual return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on a ~~receipts and payments/income and expenditure~~ <sup>income and expenditure</sup> basis. [\* Select only one option and delete the other.]

(Responsible Financial Officer) U.A. VincentDate 30-01-03

I confirm that these accounts were approved by the Council and recorded as council minute reference

141(16) dated 5.12 20 02 Signed on behalf of the above Council(Chair) P. George Date 30-01-03

				Notes and Guidance for Compilers
		Last Year £	This Year £	General Please round all figures to nearest £. Report £0 or Nil balances. All figures must agree to the Council's underlying financial records for the relevant year.
1	Balances brought forward	<u>128,006</u> <del>127,440</del>	<u>144,427</u> <del>147,802</del>	Total balances and reserves at the beginning of the year as recorded in the Council's financial records.
2	(+) Annual Precept	<u>75,300</u>	<u>76,900</u>	Total amount of Precept income received in the year.
3	(+) Total other receipts	<u>18,541</u> <del>20,451</del>	<u>14,480</u> <del>20,458</del>	Total income or receipts as recorded in the cashbook minus the precept.
4	(-) Staff costs	<u>34,872</u> <del>36,206</del>	<u>42,469</u> <del>43,000</del>	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses.
5	(-) Loan interest/ capital repayments	<u>Nil</u>	<u>Nil</u>	Total expenditure or payments of capital and interest made during the year on the Council's borrowings (if any).
6	(-) Total other payments	<u>42,548</u> <del>40,403</del>	<u>38,127</u> <del>40,007</del>	Total expenditure or payments as recorded in the cashbook minus employment costs (line 4) and loan/interest expenditure/payments (line 5).
7	(=) Balances carried forward	<u>144,427</u> <del>147,500</del>	<u>155,211</u> <del>151,001</del>	Total balances and reserves at the end of the year. (Must equal (1+2+3) – (4+5+6))
8	Total Cash & Investments	<u>147,861</u> <del>147,000</del>	<u>156,081</u> <del>157,243</del>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March 2002 (as a check, this amount will, in most cases, be equal to the value of the council's total reserves and balances).
9	Total Fixed Assets	<u>712,247</u> <del>672,115</del>	<u>746,655</u> <del>711,984</del>	The recorded current book value at 31 March 2002 of all tangible fixed assets owned by the Council as recorded in the asset register.
10	Total Borrowings	<u>Nil</u>	<u>Nil</u>	The outstanding capital balance as at 31 March 2002 of all loans from third parties (usually PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- a brief explanation of significant variations from last year to this year in Section 1; and
- bank reconciliation as at 31 March 2002.



## SECTION 2 – STATEMENT OF ASSURANCE

We acknowledge as the members of PEMBROKE DOCK TOWN Council our responsibility for the preparation of the accounts and confirm, to the best of our knowledge and belief, with respect to the council's accounts for the year ended 31 March 2002, that:

Agreed – Yes or No	Yes means that the Council:
1 we have approved the accounts which have been prepared in accordance with the requirements of the Accounts and Audit Regulations 1996 and proper accounting practice.  Yes.	prepared its accounts in the way prescribed by law.
2 we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption.  Yes.	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.  Yes	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 we have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  Yes	considered all the risks it faces in the operation of the council and has dealt with them properly.
5 we have appointed an internal auditor who is both competent and who has acted independently from influence by the council.  No <del>Yes</del>	arranged for a person unconnected with the council to check that its activities are properly carried out and recorded.
6 we have taken what we consider to be appropriate action on all matters raised in previous reports from the internal and external auditors.  Yes	followed the advice received from its auditors.
7 we have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations 1996.  Yes	has given all persons interested the opportunity to inspect and ask questions about the council's business.
8 we are not aware of any litigation, liabilities or commitments, events or transactions, occurring either during or after the end of the financial year being reported, other than those included in the accounts.  Yes.	disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.

This Statement of Assurance is approved by the Council and recorded as council minute reference

159 dated 30.01.03 2003

Signed on behalf of Pembroke Dock Town Council Council:

Certified by: Chair PC George Date 30.01.03

Clerk MD Date 30.01.03

\*Please provide explanations to the auditor on a separate sheet if a 'No' response has been given; and describe what action is being taken to address the weaknesses identified.

## SECTION 3 – EXTERNAL AUDITOR'S CERTIFICATE AND OPINION

### Certificate

~~My~~We\* certify that ~~we~~\* have completed the audit of the annual return of Pembroke Dock Town Council for the year ended 31 March 2002

### Respective responsibilities of the Council and the auditor

The Council is responsible for the preparation of the accounts in accordance with the requirements of the Accounts and Audit Regulations 1996 and for the preparation of an annual return which:

- summarises the Council's accounting records for the year ended 31 March 2002; and
- confirms and provides assurance on those matters that are important to ~~my~~/our\* audit responsibilities.

~~My~~/our\* responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of ~~my~~/our\* review of the annual return and supporting information, to report whether any matters that come to ~~my~~/our\* attention give cause for concern that relevant legislation and regulatory requirements have not been met.

### Auditor's report

(Except for the matters reported below)\* on the basis of ~~my~~/our\* review, in ~~my~~/our\* opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to ~~my~~/our\* attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

!(Insert here any matters arising at audit to be reported)

The Council had not arranged for an Internal Auditor, who is independent from influence by the Council, to check that its activities had been properly carried out and recorded.

**HLB AV Audit Plc**  
Charter Court, Third Avenue  
Southampton SO15 0AP

(continue on a separate sheet if required)

\* Delete as appropriate

Signature

HLB AV Audit Plc

Date

27/1/03

Name

HLB AV Audit Plc  
Charter Court, Third Avenue  
Southampton SO15 0AP

### Note

The auditor signing this page has been appointed by the Audit Commission and is reporting to you that he/she has carried out and completed all the work that is required of him/her by law.

**PRIVATE AND CONFIDENTIAL**

**PEMBROKE DOCK TOWN COUNCIL**

**REPORT OF TOWN CLERK**

**12TH JUNE, 2003**

Madam Mayor, Ladies and Gentlemen,

**1. COMPASSIONATE LEAVE – MR. J. JONES AND MRS. M. BITTLE**

As some Members will know, Mrs. W.M. Jones, the Caretaker's Mother passed away last Saturday and Mr. Jones has been on leave this week. The Council's Cleaner, Mrs. M. Bittle also lost her mother-in-law last month and took one day's leave.

I am informed by the Personnel Department of Pembrokeshire County Council that entitlement to compassionate leave is no longer included in the National Conditions of Service. Within Pembrokeshire County Council discretion for the granting of compassionate leave has been delegated to Departmental Directors and up to five days is generally granted in respect of immediate family bereavements, depending on individual circumstances. "Immediate family" has been defined by Pembrokeshire County Council as follows:-

"Father, mother, husband, wife, partner, son, daughter (including adopted or fostered), brother, sister, parent in law, grandparent, or a person considered to be in a close relationship as circumstances warrant."

I should be grateful for the Council's guidance in these two cases and also for the future.

T.R. EDWARDS

Town Clerk



# **PEMBROKE DOCK TOWN COUNCIL**

## **SUPPLEMENTARY REPORT OF TOWN CLERK**

**12<sup>TH</sup> JUNE, 2003**

Madam Mayor, Ladies and Gentlemen,

### **45. DONATIONS**

The following requests have been received and are enclosed at Appendix "C:-"

#### **(a) The Pater Pantomime Society**

The Society is holding a "Stars in Your Eyes" Competition at the Pater Hall on the 27<sup>th</sup> June, 2003 and has requested assistance in providing the cash prizes and trophies. Last year the Council received a similar request and made a donation of £25. A donation of £100 was also made to the Society in April 2002.

#### **(b) The Bush & Park Tenants and Residents Association**

The Association has recently been informed that it has won a Queen's Golden Jubilee Award for its achievements over the past six years. Four Committee Members have received an invitation to attend at Buckingham Palace on the 22<sup>nd</sup> July, 2003 and the request is for a donation to assist with travelling and accommodation expenses.

### **46. PEMBROKE DOCK REGATTA – 12<sup>TH</sup> JULY, 2003**

I enclose at Appendix "D" for Members' information, details of the Timetable for Regatta Day. Mr. David James, of the West Wales Maritime Heritage, has confirmed that he has obtained written permission from Pembrokeshire County Council to erect stalls at Hobbs Point.

### **47. LICENSING THE SPAR STORES, 5/7 DIMOND STREET**

Notice of an application for the transfer of the Justices' Licence has been received. The applicants are Nigel Hughes and Emma Hughes of 15, Park View Crescent, Pembroke Dock. The licence is currently held by Ian Earnest Bailes and Robert William Fry.

**48. PLANNING APPLICATION**

The following application has been received and is submitted for consideration:-

244/03	Lennie Scourfield Ltd. 6 Arthur Morris Drive Pembroke Dock	Plot 14, Hampshire Drive – One Dwelling
--------	--	--

**49. PLANNING DECISION**

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

1414/02 – 22 Amphion Court – Disabled facilities bedroom and shower room rear extension – **Approved**

T.R. EDWARDS

Town Clerk



The Peter Pantomime Society  
Pembroke Dock



47, POWELL ST.  
Pembroke Dock,  
Pembro. SA72 6EL.  
Tel. 01646 - 687338  
June 5th, 2003.

- 6 JUN 2003

Dear Mr. Edwards,

Peter Pantomime Society are holding a "Staus in your eyes" at the Peter Hall on Friday, June 27th and are looking for help towards the evening, ie shopries, Cash Biggs etc. Would the Town Council be able to assist us in any way?

As I'm not available during the day until after 4.30pm, Could you leave a message on my answer machine with your decision?

Many Thanks. See you soon!

Yours sincerely,

Carol Griffiths

Secretary.

TREASURER TO THE BUSH AND PARK  
TENANTS AND RESIDENTS ASS.

MRS. B. GRIFFITHS.

(687419)

64 WAVELL CRESCENT  
PARK ESTATE  
Pembroke Dock.

SA72 6LX.

I am writing on behalf of the association as you will know by now we have been honoured to have won the Queens Golden Jubilee Award for all the good work that has been achieved over the past six years. This is also a great privilege for the town & county as a lot of the thanks must go to Mrs Janet Rees who has given a lot of time to the association.

Four members of our Committee have had invitations to go to Buckingham Palace on the 22nd of July, would it be possible for the Council to give a donation towards the cost of travelling and accommodation expenses.

Yours faithfully,

Mrs. B. Griffiths

# WEST WALES MARITIME HER PAGE

APPENDIX "D"

West Wales Maritime Heritage  
is a Company Limited by  
Guarantee no 2611959 and a  
Registered Charity  
No. 1042428



Please reply to :-  
David James  
44 Westhaven, Coshetton,  
Pembroke Dock, S. Wales,  
SA72 4DL  
Tel No. 01646 683764

President, Sir David Mansel-Lewis KCVO

## Timetable

### Pembroke Dock Regatta 12 July 2003

#### Irish Ferry Movements

Estimated Time of Arrival, 12.30 to 13.00 hrs

Time of departure 14.30 hrs

#### Allow Irish Ferry to pass beyond Carr Rocks before commencing

Start Parade of sail at 14.45 hrs (or as soon after should the ferry departure be delayed)

Await start in area near Cleddau Bridge, in sight of Hobbs Point

Convoy to be marshalled and formed up by Maritime Volunteer Service River Patrol who will also act as a safety boat

Marine Radio VHF Channel 72,  
call sign Mike Victor

#### Course to follow

Depart Hobbs Point proceed to Front Street Gun Tower, Turn North along waterfront towards Carr Jetty sail across to Hazlebeach, turn to starboard to sail along Neyland Promenade to return to Hobbs Point.

#### Order of procession,

Vintage boats, including the Society boats

Working boats (Water Ranger, Lifeboat, Fire Brigade, Police etc.)

Those who simply wish to join in the event.

As the fleet passes the Gun Tower a salute will be fired from the big gun on the roof

**NB should you wish the commentator on the day to refer to your boat please send me details in good time.**

Yours etc.

David James  
Hon Secretary



# **P.A.L.C. NEWS**

## **MAY 2003.**

29 MAY 2003

Clerks to Councils are asked to ensure that all their Councillors have sight of 'PALC News'.

### **ANNUAL SUBSCRIPTIONS 2003/04.**

My thanks to all those Councils who have paid their subscription for this year so promptly.

I hope that the few who have yet to pay will do so in the next two weeks – it is an important time to be a member of the County Association and of NALC.

### **The Future Organisation in Wales.**

The future representative organisation for town and community Councils in Wales – 'One Voice Wales' – is now certain, and will formally take over as the only body representing town and community councils in Wales from 1st April 2004. It has been agreed that there will be two representatives from each of 16 'districts' or 'areas' in Wales – Pembrokeshire will be one of these. The 'area' executive will be made up of one member from each member council. It is unclear at this time as to what funding will be available at 'area' level or indeed how each area will be serviced. This County Association has vowed to continue to represent the local Councils in Pembrokeshire in whatever form is necessary to ensure that a 'local' service to the membership can continue. This will only be possible with a level of financial support from the local council membership, as now.

It is still premature to reach any positive conclusions until the new organisation, 'One Voice Wales', makes clear it's proposals for financing and servicing it's activities. However, in the meantime rest assured that your County Association will be actively pursuing the retention of a service equal to or better than at present.

Now that the elections for the Wales Assembly Government are over, there should be some news of the final report from Aberystwyth University on their study into the '*Role, Function and future potential of Town and Community Councils*'. Local Council elections take place in May 2004 – a year later than normal due to the WAG elections; the new representative body for local councils in Wales – 'One Voice Wales' – is scheduled to come formally into existence on the 1st April 2004; there have been some ministerial changes within WAG; all these factors add up to an interesting and challenging time ahead. It is clear that there will need to be activity to stimulate interest in community council elections if these Councils are to have contested seats. It is worrying that the turnout for the WAG elections was so low, as was the turnout for all elections in England this time around. Local Councils are at the grass roots of local democracy and could so easily make things happen on a local basis – but to do this they will have to accept greater responsibilities and become more pro-active – this indicates a need for some new blood on Councils.

It is not too soon for your council to start fostering local interest in local elections to achieve more candidates and a better electorate turn-out when elections take place next year.

### **Matters of Interest:**

**1. Code of Practice – Declaration of Interests.**

The Adjudication Panel for England has disqualified the first Parish Councillor for failing to fully declare his interests. The disqualification is for 12 months.

It is understood that a further 34 parish councillors have been reported to the Panel.

**2. E-voting initiatives**

In the elections in England this year 1.5 million voters had the opportunity to vote on the internet, digital television, and by text messaging – 18 local authorities were involved in this the largest experiment to date.

**3. HSE warns of the need to check the competency of contractors**

Tree felling that went wrong, has cost a Developer in England a £2000 fine, plus costs.

The tree surgeon involved did not have the required training and experience, resulting in a careless act that could have cost life. This case highlights the need for the experience and competency of contractors to be properly checked before awarding them work.

**4. Lloyds TSB Foundation**

Lloyds TSB now makes donations totalling £25m a year across England and Wales, to recognised charities, to improve the quality of life of people in local communities.

**5. Publishing a Newspaper.**

Visit [www.idea.gov.uk/knowledge](http://www.idea.gov.uk/knowledge) for a guide on publishing your own newspaper.

**6. Ordnance Survey – Electoral Maps.**

Visit [www.election-maps.co.uk](http://www.election-maps.co.uk) to see all the newly revised electoral ward boundaries for both England and Wales.

You can print off – free of charge - A4 sized colour maps of your choice.

### **PLAY AREA INSPECTIONS.**

You will be aware of the need to carry out regular inspections of play areas owned and controlled by your Council. The need for a 'professional' annual inspection cannot be over-emphasised.

Pembrokeshire County Council will provide this service subject to conditions and agreement and it is suggested that you first approach them for the service.

The National Playing Fields Association is also offering to provide services of annual inspection; post installation; and training. For further information from them, contact Sharon McGuire on 020.7833.5378 or e-mail [npfa.sales@npfa.co.uk](mailto:npfa.sales@npfa.co.uk).

If your Council does not have responsibility but your local Village Hall or Community Association does, then please pass on this advice, if appropriate.

**P.A.L.C. NEWS**  
**MAY 2003.**

**TRAINING NEEDS OF CLERKS AND FINANCIAL OFFICERS**

The response rate to the questionnaire has been a little disappointing with around half of the Clerks, renewing their councils subscription for 2003, having responded. However, the interesting fact is that there is a desire for training in all of the subject areas with that for 'financial' training being the highest. The analysis of returns can now be used to set priorities and to see what funding can be attracted and where best to carry out any training. As this develops all Clerks of member Councils will be kept advised.

**NEW AUDIT ARRANGEMENTS.**

By now audit for the year ended 31st March 2002 has largely been completed for the majority of Councils in Pembrokeshire. This was the first time for all of us to submit to audit under the new arrangements and doubtless many of you found these so different to those of the past, with no personal contact – other than by 'phone, and substantially less information having to be submitted !

The dependence upon the 'internal auditor' is evident within this new regime, and it is the responsibility of every Council to make sure that an internal auditor is appointed. I am aware that a number of Councils have yet to find someone – the original proposed arrangements using one another (RFO's), has been set up in some areas – I would be interested to know what arrangements you have made. In order to progress this matter it would be helpful if you could return the attached slip advising me of your arrangements.

Thank you.

**1. POWERS AND CONSTITUTIONS**  
**2. STANDING ORDERS AND CHAIRMANSHP**

The new editions of these NALC publications are available through the County Association Offices  
at a cost of £6.00 per copy.

Please send all orders to me with your cheque in full payment.

### **Removing abandoned cars.**

"Local authorities are already under a duty ( Section 3(1) of the Refuse Disposal (Amenity) Act 1978) to remove a vehicle which is abandoned in their area on land in the open air or on any other land forming part of the highway."

"For vehicles abandoned on private land, the local authority enters onto the land using their powers under S 8(1) of the 1978 Act. Using their powers under Regulation 8 of the Removal and Disposal of Vehicles Regulations 1986 they then serve on the land owner or occupier, a 15 day notice requiring them to remove the vehicle. If no representations are received, then the local authority can remove the vehicle at the expiration of the 15 day period. Objections to the notice must be made by the landowner or occupier to the Chief Officer at the Local Authority within the 15 day period and the landowner or occupier r outline the reasons why they consider that the vehicle is not abandoned. If the local authority accepts the representations then the vehicle can remain on the land. If the local authority rejects the representations they will then remove the vehicle."

"Regulation 4 of the Removal and Disposal of Vehicles Regulations 1986 empowers a police officer to remove vehicles abandoned without lawful authority on any land in the open air."

DIS 552/6

### **CAR ALLOWANCES**

Effective from 1st April 2003.

#### **CASUAL USERS**

#### **Up to 8500 Miles per year**

451cc - 999cc	36.4p per mile
1000cc - 1199cc	40.2p per mile
1200cc - 1450cc	49.9p per mile

### **Some useful www. addresses:**

Education and Learning Wales	<a href="http://www.elwa.ac.uk">www.elwa.ac.uk</a>
Environment Agency	<a href="http://www.environment-agency.wales.gov.uk">www.environment-agency.wales.gov.uk</a>
European Parliament	<a href="http://www.europarl.eu.int">www.europarl.eu.int</a>
European Official Documents	<a href="http://www.europe.eu.int">www.europe.eu.int</a>
Inland Revenue	<a href="http://www.inlandrevenue.gov.uk">www.inlandrevenue.gov.uk</a>
Welsh Assembly	<a href="http://www.assembly.wales.gov.uk">www.assembly.wales.gov.uk</a>
Pembrokeshire County Council	<a href="http://www.pembrokeshire.gov.uk">www.pembrokeshire.gov.uk</a>
Pembrokeshire Coast National Park	<a href="http://www.pembrokeshirecoast.org">www.pembrokeshirecoast.org</a>
Welsh Language Board	<a href="http://www.bwrdd-yr-iaith.org.uk">www.bwrdd-yr-iaith.org.uk</a>
UK Parliament	<a href="http://www.parliament.uk">www.parliament.uk</a>