

At a Meeting of Pembroke Dock Town Council held at Pater Hall, Pembroke Dock on Thursday, 19th February, 2004 at 6.30 p.m.

PRESENT:

Councillor Mrs.P.E.M.Folland,Mayor
Councillors D. Brinn, W.J. Davies,
D.T. Esmond, Mrs. C. Fortune,
P.G. Gwyther, K.C. Higgs,
R.G. Watts, P. Weatherall

IN ATTENDANCE:

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

The Meeting was opened with Prayer.

177. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs. P.E. George, D.L. Jones, S. Perkins and Mrs. V.M.J. Roach.

178. MAYOR'S REPORT

The Mayor, Councillor Mrs. P.E.M. Folland referred to the probable closure of the DPS Factory in Ferry Lane and expressed concern for the staff who had received redundancy notices.

179. MINUTES

PROPOSED by Councillor P.G. Gwyther
SECONDED by Councillor Mrs. C. Fortune

180. MATTERS ARISING FROM THE MINUTES

(a) Minute 166(b) – Civic Luncheon

Councillor D.T. Esmond, Deputy Mayor stated that he had booked the Cleddau Bridge Hotel for the Civic Luncheon on Friday, 9th July, 2004.

(b) Minute 166(i) – Estimates - CCTV Cameras

The Town Clerk reported that he had signed the contract for the CCTV camera in Albion Square with BT. The annual rental was £800 per annum, the first payment being included with the capital payment. The first rental payment would be due in 2005.

(c) Minute 168(185) – ONE9T Event – Pater Hall Bookings

Councillor K.C. Higgs reported that a Public Meeting would be held on the 26th February, 2004 at Pater Hall in respect of the events to be held during the period 19th July – 28th August, 2004.

(d) Minute 168(188) – Governing Body of Pennar Infants School

The Town Clerk stated that Councillor D. Brinn had declined to become a Governor at the above School due to work commitments.

Members expressed concern that attendance of meetings at 4.00 p.m. had proven to be difficult for the majority of Members and it was

RESOLVED –

That the letter be left on the table.

(e) Minute 169(197) – Laws Street/High Street – Bus Shelter

The Clerk reported that a reply had been received from Pembrokeshire County Council which stated that the existing bus shelter in Laws Street will be replaced if or when funds become available. The County Council are not prepared to install a new bus shelter on the western

(f) Minute 171 – Hobbs Point – Litter Bins

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which advised that the provision of heavy concrete type bins in the above location was not possible as none of the type and style of approved bins were of sufficient weight to prevent this type of vandalism.

(g) Minute 176(b) – Repair/Maintenance – Seating

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which advised that the painting of street furniture is undertaken throughout the winter period. Last winter the majority of painting work was carried out within Pembroke Dock to the detriment of other towns in the south of the county. The winter programme had concentrated on other towns where no work had been undertaken last year. If resources became available some work would be undertaken in Pembroke Dock.

RESOLVED –

That Pembrokeshire County Council be requested to provide additional funding in their budget to ensure that street furniture is maintained throughout the County.

(h) Minute 176(d) – Hotel – Inside Dockyard

The Town Clerk reported that County Councillor B. Hall had advised that if the plaque had to be relocated it would be at the developer's cost.

(i) Minute 176(e) – ONE9T – Events – 2004

Councillor K.C. Higgs informed Council that a donation of £1,000 had been received from the Milford Haven Port Authority for the above celebrations. Additional sponsorship would still be welcomed and the appreciation of the Committee to the Council was expressed for their continued support.

(j) Minute 176(h) – Relief Emergency Road – Pennar

(k) Minute 176(k) – Treowen Road/Bufferland Road – Footpath

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which advised that the Council's request in respect of the above location had been noted.

181. REPORT OF TOWN CLERK

202. Appointment of Mayor Elect 2004/2005

The Town Clerk reported that in accordance with previous procedure consideration should now be given to the appointment of the Mayor Elect for the year 2004/2005.

PROPOSED by Councillor P. Weatherall
SECONDED by Councillor W.J. Davies

RESOLVED –

That Councillor D.T. Esmond be appointed Mayor
Elect for the year 2004/2005.

203. Appointment of Deputy Mayor Elect 2004/2005

The Town Clerk requested that in accordance with previous procedure consideration be given to the appointment of the Deputy Mayor Elect for the year 2004/2005.

PROPOSED by Councillor D.T. Esmond
SECONDED by Councillor K.C. Higgs

RESOLVED –

That appointment of Deputy Mayor Elect be
deferred for consideration at the next
Council Meeting.

204. Civic Function

205. Pater Hall Charitable Trust

The Town Clerk reported that Company registration had now been received from Companies House. A number of queries were raised direct with the Council's Solicitor and two sworn statements as Company Secretary had to be made.

The Council's Solicitor had contacted the Charity Commissioners regarding registration as a charity before grant sourcing could begin.

Pembroke Design had been advised on the present situation and the lowest tenderer would be asked to revise the tender sum in due course, before grant applications were submitted.

Application for Loan Sanction

The Town Clerk submitted that he had previously advised Members that the only contingency plans that could be made in the event of the Trust being unsuccessful in grant applications was for the Council to apply to the Welsh Assembly Government for a loan sanction to borrow an amount in the 2004/2005 year.

A loan sanction is a formal consent from the Welsh Assembly Government, using powers under Schedule 13 of the Local Government Act, 1972, for a community or a town council to borrow money for capital purposes. Without this consent a community or town council **cannot** borrow money unless the money is borrowed and repaid within the same financial year. The loan sanction takes the form of a letter sent from Assembly Government officials to the Clerk of the Council.

The Town Clerk stated that he had been informed by the Welsh Assembly that details of the arrangements and an application form were due to be issued shortly. In view of the timescale involved, Members would have to decide at this meeting whether to resolve to apply for loan sanction. The fixed rate loan would be from the Public Works Loan Board and the following was an example of a possible loan repayment:-

£100,000 loan at 4.5% (fixed) over 25 years

Annuity Repayment Method

Yearly repayment cost = £6,704

The guidance issued stated that an application for loan sanction should not be made until a Council has:-

- (i) completed, or is confident of completing, all negotiations;
- (ii) obtained all other necessary consents (eg planning);
- (iii) fully estimated the cost of the project as part of a formal expenditure budget;
- (iv) in the case of large projects prepared a financial appraisal/business plan (which should be available for scrutiny);
- (v) made provision within its formal budget for managing the debt;
- (vi) confident that, if approved, the full amount of loan sanction can be used within the financial year for which it is issued.

The Town Clerk submitted the breakdown of the lowest tender received which was as follows:-

Alterations and Refurbishment of Pater Hall

Breakdown of Lowest Tender Received - £329,598 (Excl. VAT)

Phase (A) – Disabled Facilities and Relocation of Town Clerk's Office

£

As per tender report	193,376
Contractor's preliminaries	<u>36,911</u>
	230,287
Professional Fees (12.5%)	<u>28,786</u>
	<u>259,073</u>

Phase (B)

Window Replacement	72,536
Apportioned Contractor's preliminaries	<u>2,259</u>
	74,795
Professional Fees (12.5%)	<u>9,349</u>
	<u>84,144</u>

Phase (C)

Acoustic Ceilings to Main Hall	23,775
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RESOLVED –

That the Council defer consideration of requesting loan consent until February, 2005 for 2005/2006 pending the outcome of grant sourcing.

206. Floral Baskets

The Town Clerk requested that Council determine whether to provide floral baskets in the Town for display purposes for the forthcoming season. Last year 70 baskets had been displayed and it would be necessary to invite tenders as in previous years. A budget provision of £1,000 had been made.

The Town Clerk reported that the option of providing a more concentrated display in the centre of the Town could be considered but this would entail purchasing containers and seeking permission from Pembrokeshire County Council to site the “tower” displays.

RESOLVED –

That this matter be deferred for consideration at the next Council Meeting and that the Town Clerk submit a report on this matter.

207. One-Way Traffic Flow in Dimond Street and Other Waiting Restrictions

The Town Clerk referred to the debate at the Council Meeting on the 8th January, 2004, during which the local Traffic Warden was present. Reproduced at Appendix “C” was a letter from Pembrokeshire County Council regarding the various matters discussed.

Regarding the resolution to request a one-way traffic flow in Dimond Street, the proposal was to make Dimond Street one way from Meyrick Street to Lewis Street only.

RESOLVED -

That Pembrokeshire County Council be advised as follows:-

Lewis Street

That the revision be agreed to.

Laws Street

208. Town Awards Scheme

The Town Clerk reminded Members that the closing date for this year's Town Award Scheme was to-day, 19th February, 2004. To date one nomination had been received.

RESOLVED –

- (1) That the Town Clerk advise the proposer that the Town Awards had been deferred until 2005.
- (2) That the Town Awards Scheme be given consideration in February, 2005.

209. Governing Body of Pennar Junior School

The Town Clerk reported that Councillor Mrs. P.E.M. Folland's term of office as Minor Local Authority Representative expired on the 2nd February, 2004. Pembrokeshire County Council had written to request whether the Town Council wished to re-nominate Councillor Mrs. Folland for a further four year term, or whether to put forward an alternative name.

RESOLVED –

That Councillor Mrs. P.E.M. Folland be renominated to represent the Council as a Governor of Pennar Junior School.

210. Crossing Island – Bush Street

The Town Clerk reproduced at Appendix "D" a letter from Pembrokeshire County Council regarding a proposal to provide a crossing island on Bush Street, near the junction with Charlton Place.

Councillor P. Weatherall stated that the two road crossings in Bush Street were now in the wrong locations since the provision of the new School and it was

RESOLVED –

- (1). That the Council approve the introduction

211. European, County and Community Elections

The Town Clerk stated that notification had been received that the above elections will be held on Thursday, 10th June, 2004. Should there be a casual vacancy between now and 10th June, 2004 an election could not be held and the vacancy would be dealt with as part of the elections.

212. Williams News, 58A Bush Street

The Town Clerk reported that a copy of a notice of application for a Justices' Off Licence had been received. The applicant is James Brian Williams, the tenant of the premises.

(Councillor D.T. Esmond declared his interest in the above matter and took no part in the discussion and did not vote),

RESOLVED –

That the Council have no objection to the above application.

213. The Collegiate of Knights Templar

The Town Clerk enclosed at Appendix "E" a letter which requested a donation to assist with an additional insurance premium in connection with a living history re-enactment during the week-end 23rd – 25th July, 2004. The latest accounts had been requested.

RESOLVED –

That the Council make a financial contribution of £100 to the Collegiate of Knights Templar.

214. One Voice Wales

The Town Clerk stated that as he had previously reported that One Voice Wales will be the only organisation in Wales representing Town and Community Councils from 1st April, 2004. The National Association of Local Councils will not be allowed to give a service directly to Councils in Wales, although it will be providing certain services to One Voice Wales during the early years under an agreement between the two organisations. However, these NALC services, the main one being legal advice, will only be available to members of

RESOLVED –

That consideration of this matter be deferred
until after the One Voice Wales Annual General
Meeting to be held on the 24th April, 2004.

215. Pembrokeshire Association of Local Councils

The Town Clerk reported that at the Annual General Meeting in November, 2003, Members unanimously supported the continuance of the County Association even though it would no longer be affiliated to the National body. It would continue to provide general advice, but clearly would not be qualified to give legal advice. Subscription rates had therefore been reduced and the amount requested from this Authority for 2004/05 is £150. The amount paid for 2003/04 was £300.

RESOLVED –

That the Council continue to be members of the
above Association and that the subscription fee
of £150 be paid.

216. Planning Applications

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

1258/03	M. Henegan c/o 8 Presely View Pembroke Dock	Plot 45, Pennar Point – Erection of House
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PROPOSED by Councillor Mrs. C. Fortune

SECONDED by Councillor D.T. Esmond

RESOLVED –

That the Council have no objection to the application.

1259/03	S. Thomas Course Hill Cottage Upper Carne Road	Patrick House, St. Patricks Hill, Llanreath – One single storey residential dwelling with detached garage
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1262/03	D. Thomas Construction Commissioning County Hall Haverfordwest	Cleddau Bridge Toll Booths – Canopy over new toll booths to protect booths from weather
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PROPOSED by Councillor W.J. Davies
 SECONDED by Councillor Mrs. C. Fortune

RESOLVED –

That the Council have no objection to the application.

1263/03	B.J. Hall 2 Presely View Pembroke Dock	75 Stockwell Road – Erection of 8' high steel security fence
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PROPOSED by Councillor P. Weatherall
 SECONDED by Councillor P.G. Gwyther

RESOLVED –

That the Council have no objection to the application.

1270/03	Mr. & Mrs. R. Butland 61 Military Road Pembroke Dock	Land off, Sycamore Street, Bufferland – Residential Development
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PROPOSED by Councillor P.G. Gwyther
 SECONDED by Councillor D.T. Esmond

(Councillor Mrs. C. Fortune declared her interest in the above application and took no part in the discussion and did not vote).

RESOLVED –

That the Council have no objection to the application
Provided that it is within the J.U.D. P.

182. SUPPLEMENTARY REPORT OF TOWN CLERK

218. Pater Hall Charitable Trust

(a) Proposed Lease

The Town Clerk reported that the Council's Solicitor had been instructed to prepare the lease which the Council proposed to grant to the Trust. There were a number of issues on which further instructions were required which were referred to a letter from Lowless & Lowless in Appendix "F."

If Members considered that this shall first be considered by the Sub-Committee, then a meeting would have to be arranged without delay.

(b) Appointment of Trustees

Before an application can be submitted for registration as a charity, a public meeting would have to be held so that the four Trustees from the community can be nominated. It will also be necessary for the Council to elect its six Trustees. This would have to be arranged as soon as possible. I am advised that the meeting should be advertised in the press and at least 14 days notice given.

Members' attention was drawn to the last sentence of the letter from Lowless & Lowless.

RESOLVED –

- (1) That the Council consider issues raised in correspondence from the Solicitors and the Town Clerk advise Lowless & Lowless accordingly.
- (2) That a Public Meeting be convened for the 24th March, 2004 at which four Trustees be elected to serve on the Pater Hall Trust Committee.
- (3) That the appointment of six Council Trustees

219. Dyfed-Powys Police Authority
South Pembrokeshire Community Consultation Committee

The Town Clerk reported that a meeting of this Committee would be held on Wednesday, 25th February, 2004 in the Pater Hall at 6.30 p.m. The Agenda was reproduced at Appendix "G."

220. Milford Haven Recreation Plan, 2000

The Town Clerk reported that a copy of this plan had been received from the Milford Haven Port Authority. The Working Group responsible for its publication agreed a five year timescale for review.

The Council had been requested to be part of the consultation process and any views for change were requested by the 1st June, 2004. The plan was available for Members' inspection.

221. Planning Applications

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

1284/03	Pembroke Dock THI Steering Group c/o The Guard House The Royal Dockyard Pembroke Dock	War Memorial, St. Johns Church – Proposed erection of gates and railings to enclose the memorial
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PROPOSED by Councillor D.T. Esmond
SECONDED by Councillor D. Brinn

RESOLVED –

That the Council have no objection to the application.

1305/03	Mr. S. Weinmann 11 London Road Pembroke Dock	Plot 7, Fairways, Pennar – New residential dwelling
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**183. APPLICATION FOR A PRIVATE HIRE VEHICLE OPERATORS LICENCE
MR. R. DAVIES, 63 QUEEN STREET, PEMBROKE DOCK**

The Town Clerk reported that Mr. Davies had contacted the Office and stated that he had submitted an application to Pembrokeshire County Council in respect of the above matter. The Town Clerk stated that the application had not been received.

(Councillor W.J. Davies declared his interest in this matter and took no part in the discussion and did not vote).

RESOLVED –

That Pembrokeshire County Council be advised the Council approve the application subject to following conditions:-

- (a) prevention of noise nuisance for neighbouring properties;
- (b) provision for parking of vehicles.

184. PROPOSED VISIT – PEMBROKE, MALTA – SEPTEMBER, 2004

The Town Clerk reported that he had attended a meeting of the Joint Twinning Committee at which both Councillors Mrs. P.E. George and Mrs. V.M.J. Roach were present.

The Committee were advised that a party of 70 persons, which included 12 children from Pembroke, Malta proposed to visit Pembrokeshire from the 3rd – 10th September, 2004

The Town Clerk stated that he had to submit a grant application to the European Commission for Twinning, but that the organisers of the party had requested that the Councils consider paying 75% of that grant in advance of their visit which would cost in the region of £5,000.

RESOLVED –

That the Council approve payment of 50% of the cost in advance i.e. £3,400.

185. ELECTRIC BLANKET TESTING WEEK – NOVEMBER, 2003

186. BUFFERLAND TERRACE – HIGHWAY

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which stated that the unmade surface opposite the Alma Public House appeared to be on private property. Construction of a footway in this area would therefore not be Appropriate.

187. CROFT TERRACE – SURFACE WATER

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which advised that arrangements had been made for kerbs to be installed across the Milton Terrace end of the footpath. This work will divert the surface water which had caused problems at 1 Croft Terrace.

188. OWEN STREET, PENNAR

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which advised that a replacement sign had been ordered which would be erected in due course.

189. UPPER PARK STREET – CEMETERY

The Town Clerk reported that County Councillor B. Hall had advised that the gravestones from the above Cemetery were to be removed to Llanion Cemetery and put into the form of a druids circle.

190. BUSH STREET – CAR PARK

The Town Clerk reported that a letter had been received from Pembrokeshire County Council which advised that some patching work in the above car park was to be undertaken. When completed the parking spaces will be marked out.

191. WATERLOO ROUNDABOUT

The Town Clerk reported that County Councillor B. Hall had advised that the above roundabout was to be planted with shrubs for the forthcoming season. Some landscaping work will also be undertaken. The Criterion Roundabout would be planted with flowers this year.

151. Kidde Fire Protection Services – Fire Safety Materials &c	£110.69
152. Hagemeyer – Materials	£161.70
153. HCL Safety Ltd. – Inspection of Fall Arrest Safety System	£326.65

The Town Clerk requested that the following account be included for approval of payment:-

154. Postage by Phone – Pitney Bowes	£50.00
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PROPOSED by Councillor R. Watts

SECONDED by Councillor Mrs.C. Fortune

RESOLVED –

That account nos. 147 – 154 be approved for payment.

30. Transfer to Imprest Account

The Financial Officer reported that the sum of £3,503.26 was transferred to the Imprest Account in respect of salaries, wages, tax and N.I. paid during the month of January, 2004.

193. MATTERS RAISED VERBALLY

(a) Market – Refurbishment

Councillor R. Watts referred to the refurbishment of the Pembroke Dock Market and stated that the Friday market stalls would be reverting to their previous location shortly.

(b) Welsh Gunners 22nd Regiment

Councillor R. Watts referred to the disbandment on the 31st March, 2004 of the above Regiment and reported that the 39th Regiment will then become the Welsh Gunners. This Regiment is currently based in Co. Durham.

(c) Law Street/Bush Street Junction

Councillor K. Higgs referred to the traffic negotiating the mini roundabout at the above junction which was very dangerous. Many close incidents had been experienced by motorists in the area and it was

(d) St. Govan's Centre/Co-op – Land

Councillor W.J. Davies referred to the appalling condition of the road surface on the above area of land between St. Govan's Centre and the Co-op.

The Town Clerk reported that Pembrokeshire County Council had advised that a bicycle cycling track was to be provided on this area of land and it was

RESOLVED –

That Pembrokeshire County Council be requested to advise further in this matter.

**(e) Web Site –
Pater Hall – Hire of Council Chamber**

Councillor P.G. Gwyther stated that he had included on the web site Pater Hall charges for the forthcoming year but that the possible hire of the Council Chamber had not been considered.

RESOLVED –

That the Council Chamber be included for hire for talks and seminars only.

(f) Albany Street – Barriers

Councillor Mrs. P.E.M. Folland stated barriers still remained in the above Street since work was undertaken in October, 2003 by Welsh Water.

RESOLVED –

That the Town Clerk contact Welsh Water to request the Contractors McNiffe to remove the barriers in the above location.

(g) Britannia Road – Defective Street Light

Councillor Mrs. P.E.M. Folland reported that a street light was defective in the above location.

