

At a Meeting of Pembroke Dock Town Council held
at the Pater Hall, Pembroke Dock on Thursday 18th
May 2006

PRESENT:

Councillor Sue Perkins, Mayor
Councillors: D T Esmond, Mrs. P.E.M. Folland
Mrs. P.E. George, P. Gwyther
K.C. Higgs, D.L. Jones, W S Rees,
P. Weatherall

IN ATTENDANCE:

Ian Jones, Town Clerk
Mrs. S Lowen, Committee Clerk

20. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors: Mrs. C Fortune, E F Hissey, Mrs. J.M.Rees, Mrs. V M J Roach, R Watts.

21. MINUTES

PROPOSED by Councillor Mrs. P E M Folland
SECONDED by Councillor P Gwyther

RESOLVED –

That the Minutes of the last meeting of the Town Council
held on 4th May 2006 be adopted as circulated subject to the
following amendments:

(a) Minute 14(e) – Land between ASDA and the St Govan's Centre

Councillor D L Jones stated that he would like inserted into the minute the fact that the County Councils barriers were there because of the construction of the cycleway and for no other ulterior reason. It was agreed the minutes be so amended.

22. MATTERS ARISING FROM THE MINUTES

**(a) Minute 14 (a) – Shaping our Acute Hospitals in Mid and West Wales –
Local Health Board Proposals**

The Mayor stated that the Local Health Board had, in the light of the representations made at the public meetings to discuss their proposals, to consider a fresh option to take matters forward as options 1 and 2 are receiving adverse reactions from the public.

(b) Minute 15 (26) – Tenders for the erection of Finger Posts within Pembroke Dock.

The Town Clerk reported that this was taking longer to finalise since the County council had made a number of suggestions concerning the wording in Welsh. They were now of the view that a Welsh translation was not required on every occasion. Welsh was only required in those case which had a natural translation e.g. Front Street and Hobbs Point did not have Welsh translations and therefore should remain English only. In addition the County Council wanted to make more use of symbols on the signs. This was the second time the County Council had made changes to the original suggestion. As a result the proposed contractor was now being asked to amend the original tender. He was hopeful that the matter would be resolved shortly. The Town Council would then have to pay the County Council £50 per fingerpost for a Streetworks Licence to allow their installation. The Financial Officer's Report covered this item of expenditure.

(c) Minute 15 (27) – Town Council Seal.

The Town Clerk reported that arrangements were now in hand to have a seal prepared. A black and white line drawing of the Town Crest was initially required and this was in hand.

(d) Minute 15 (30) – 37, Prospect Place.

This matter was covered in the later Town Clerk's report when Mr Richard Shepherd was available to answer queries.

(e) Minute 16 (35) – Pembroke Dock Environmental Action Team.

The Town Clerk stated that he had written to both Focus / Do it All and Instore about the amount of litter in the boarders around its premises / car park area. He was awaiting a response to his letter. He noted that a previous letter from the Mayor in her capacity as the County Councillor for the ward had not been answered, however, if there was no response by 24 May 2006 appropriate follow up action would be taken and the matter brought again to the attention of the Team.

The Mayor commented on the site at the old Silcox Garage which was looking run down. It was hoped that re-development would shortly be commenced.

(f) Minute 19 (a) – Coronation Centre.

The Town Clerk reported that those organisations such as the Town Silver Band and the Male Voice Choir were to be accommodated at the Pembroke Dock Community School (Blue School). Other organisations would be able to use the old Albion Square School from September. Councillor P Gwyther stated that he understood that there was no guarantee that those currently using the Coronation Centre would be accommodated at either the Blue School or Albion Square especially “affiliated groups”. It was agreed that members would keep an eye on the situation and that use of the Pater Hall was also a possibility on certain days.

20. REPORT OF THE TOWN CLERK

38. Revocation of Planning Permission for 37, Prospect Place, Pembroke Dock.

Mr Richard Shepherd who is the Hon.Planning Officer from PALC attended the meeting to update members on what was happening with the application for revocation of the original planning application. He explained that in the absence of any action from Pembrokeshire County Council, PALC had asked the Welsh Assembly Government to issue a discontinuence notice, which was the legal terminology for revocation action. He had also addressed the Pembroke Dock Civic Society to seek their support for the application and it was likely that such support would be forthcoming. Mr Shepherd answered further questions from members on whether such action with the Assembly Government would be successful. His response was that a discontinuence notice was only issued in rare occasions. The application had to be looked at against the policy set out in paragraph 4.10 of Planning Policy Wales.

The Mayor thanked Mr Shepherd for attending and answering members questions on the issues.

The Town Clerk informed members that he was seeking legal opinion from the Society of Local Council Clerks on the stance the Town Council was taking on the matter. This was because originally the Town Council had not objected to the development. There may well have been administrative irregularities in the way the matter was dealt with by the County Council but this of itself would not nullify the planning permission. His concern was that the Town Council through PALC were now pursuing an application for discontinuence having initially not objected to the application. The Town Council needed to be certain that it would not face a legal challenge to its application and the possibility of incurring costs and a claim for damages. He would advise Council as soon as possible of the legal opinion obtained.

39. Save Withybush Action Team – Lobby Of AMs Tuesday 16th May.

The Town Clerk stated that members would be aware that they decided to support the lobby of AMs at Cardiff Bay by financially assisting that organisation with a donation of £200 towards the cost of hire of a bus to take any member of the public from Pembroke Dock to the event. In the event only 5 people notified him that they wished to attend, although in the end he understood that there were other people from Pembroke Dock who attended. He had no names from Pembroke Town Council Area. As a result the full cost for the bus amounting to £200 fell on this council.

It was agreed that this cost be paid as previously decided.

40. Annual General Meeting For 2007.

The Town Clerk advised Members that some Councillors had approached him to see if the election of Mayor and Deputy Mayor for 2007 could take place under a different format from what took place this year at the AGM. He reiterated that in England the award of a Quality Mark to a Town or Parish Council included the publication of an Annual Report which set out the performance of a Council over the year including details of initiatives it has taken, tasks it has performed etc. The AGM could be the appropriate place for such a report to be presented. In addition more could be made of the actual installation ceremony. Councillor Mrs P George stated that in her opinion our Mayor Making had become a bit lax and that we should make more of the event, perhaps inviting relatives and other dignitaries to attend and as some Councils do adjourning the remainder of the meeting until another day. The Mayor agreed that we should consider the matter afresh and referred to the mayor making ceremonies she had recently attended. Members agreed to ask the Town Clerk to prepare a paper setting out a proposed Mayor making event and that he base his proposals on what happens elsewhere. Councillor P Weatherall suggested that as we knew the date of the next AGM we should book the Cleddau Bridge Hotel now so that the Mayor Making on Thursday was followed on the Friday by the Civic Dinner and Dance. the Town Clerk agreed to incorporate this idea into his proposals.

41. Meeting of the Mid and West Wales Regional Committee, National Assembly for Wales.

The Town Clerk stated that he had been notified by the National Assembly for Wales that there was to be a public meeting of the Mid and West Wales Regional Committee at the Tabernacle, Machynlleth on the following day, Friday 19th May, from 1000 to 1230hrs (10.00am to 12.30pm). The subject for discussion will be “The Potential for Green Jobs in Mid and West Wales”. Any member wishing to attend should let him know.

42. Application For Financial Assistance.

The Town Clerk had received a letter from Mr and Mrs Spencer Harries about their 6 year old son Luke who has been selected to be a member of the HSBC Wee Wonders Golf Team for Great Britain and Ireland. In the letter he had been told that Luke is the first youngster ever from Pembrokeshire to qualify for the team and as a result he had been selected to play at the US Kids Golf World Championships which was to take place in Pinehurst, North Carolina at the end of July. Luke's parents were looking for financial assistance to help him meet the costs of playing in the tournament which included an entry fee of \$295. Luke lives in Pembroke Town Council Area and he had notified Mr and Mrs Harries of the Council's current Grant policy.

PROPOSED by Councillor P Gwyther
SECONDED by Councillor Mrs P George

RESOLVED

That the applicant does not meet the criteria set out by the Council in that Luke does not live within the Town Area and therefore no donation could be made.

43. Peak Oil and Life after Oil.

The Town Clerk stated that he had received a letter from Ms Vicky Moller who had enquired whether the Council would be prepared for her group to make a power point presentation on the subject. He understood that she serves as a member of the green group of Plaid Cymru and that they are members of umbrella organisations such as Environment Wales, Wales Civic Society, Sustainable Wales etc. The presentation would include items such as the Planning system, renewable installations in Pembrokeshire, how a rural economy can function with much reduced oil supplies etc.

After discussion it was resolved to write to Ms Moller to ask if her group wished to make a more formal presentation in the Pater Hall rather than just to the Town Council

PART III – PLANNING

44. Planning Applications

06/0001/AD Atlantic Industries Ltd
Kingswood Cool Store
London Road, Pembroke Dock

Atlantic Industries Ltd
Kingswood Cool Store,
London Road, Pembroke Dock

- **Application for Consent to Display
an Advertisement (Advertising
Boards)**

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

RESOLVED

That the Town Council have no objection to
this application

06/0086/PA	Miss L. Hill and Mr. J. Woodward Grove Lodge Grove Street Pennar, Pembroke Dock	Plot 1 Hagert Field Grove Street Pennar, Pembroke Dock - Dwelling with integral garage
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PROPOSED by Councillor K Higgs
SECONDED by Councillor P G Gwyther

RESOLVED

That the Town Council have no objection to
this application

06/0097/PA	Jennifer Davies 104 Military Road, Pennar, Pembroke Dock.	104 Military Road, Pennar, Pembroke Dock – Re-design of ground floor and first floor.
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PROPOSED by Councillor P G Gwyther
SECONDED by Councillor K Higgs

RESOLVED

That the Town Council have no objection to
this application

06/0102/PA	Hilltop Developments Ltd Summit Cottage, Milton Tenby, SA70 8PD	Plot G3, Martello Bay Road St. Patrick's Hill Llanreath, Pembroke Dock – Erection of one dwelling
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PROPOSED by Councillor D T Esmond
SECONDED by Councillor K Higgs

RESOLVED

That the Town Council have no objections to
this application

45. Planning Decisions

05/1534/PA 1 Fairways, Pembroke Dock – Erection of Garage – **Refused**

05/0011/PN Land at Waterloo road, Pembroke Dock – Proposed 15m ultra slimline monopole containing three shrouded antennas and one 0.3 diameter transmission dish – **Notification that development may proceed**

21. SUPPLEMENTARY REPORT OF THE TOWN CLERK

46. Pavement to The North Side of Albion Square.

The Town Clerk stated that Members would be aware of the protracted correspondence between the Town Council, The Ward County Councillor and the County Council on this topic. The latest information he had in writing was that enforcement action was to commence against the developer.

47. Build Outs and Signage – Bush and Laws Street together with the crossing island near to Albion Square.

The Town Clerk stated that Members would be aware that the County Council had carried out work at the Laws Street / Bush Street mini roundabout in order to improve safety. The funding for this work had come from the National Assembly Government. Similarly work was carried out to create a crossing island near to Albion Square and to provide flush kerbs at its junction with Charlton Place. He had been asked by the County Council if the Town Council were satisfied with these improvements and whether they had any comments which they wish to be forwarded to the Assembly Government.

It was pointed out that a “Ferry Sign” was still awaited at the Bush Street / Laws Street junction.

48. Update on Pembroke Dock Festival.

The Town Clerk advised members that he still had tickets for sale at £10.00 each for the Dance and Cabaret which has been organised by the Festival Committee for Friday 16th June (8.00pm to 1.00am). In addition there was to be another event which has been organised by the Committee for Friday 23rd June where the booked band was to be “Lindisfarne”. The Mayor indicated that the cost for this event was also £10.

Members had been given at the meeting a letter from the Hon Treasurer for the Festival Committee asking if a further donation of £1300 could be made to help cover additional costs for the Midsummer Parade and Picnic as well as other events.

PROPOSED by Councillor W S Rees
SECONDED by Councillor K Higgs

RESOLVED

That the Town Council make a further donation of £1300 towards the Summer Festival Committee.

Councillors Mrs P George and S Perkins declared an interest in the matter and did not take part in the discussion or vote on the matter.

49. Pembroke Dock Memorial Park.

The Town Clerk stated that he had arranged following the last meeting for Mr Ian Westley from the County Council to attend the meeting of the Town Council on 22 June 2006 to discuss our ideas and proposals for the park. In the meanwhile he reported that he had been approached by two people who have offered seating / water fountain in the park in memory of loved ones. In both instances he had asked the proposed donors to await the decision of the County Council on upgrading the facilities. The donor who is offering a seat was also considering if it could be sited in Front Street, Pembroke Dock. He also stated that he had also been approached by a Youth Group who may be interested in helping us demolish the existing vandalised buildings and construct a purpose built facility which could be used by different organisations as well as their own. At this stage we cannot make progress until the County Council make a decision on the way forward with regard to the “Parks for People” Scheme run by the Heritage Lottery Fund, however, it was pleasing to have this level of interest from the Community at this early stage.

50. Pembrokeshire Housing.

The Town Clerk stated that he had received an information pack about the work of this Housing Association which celebrates its 25th Anniversary this year. In the letter to me the Chief Executive, Peter Maggs, has offered to come to a Council meeting to discuss the Association’s activities within Pembrokeshire and Pembroke Dock.

It was agreed that the offer of a presentation be accepted.

51. Allowances to Town Councillors and Staff.

The Town Clerk had noted that the Town Council appeared to have no policy on the payment of expenses in respect of travel and subsistence allowances. The position was covered by Sections 173,175, 177 and 178 of the Local Government Act 1972 together with the Local Authorities (Allowances for Members of Community Councils (Wales) Regulations 2003 (SI No 895). This prescribes the maximum sums which are payable and what duties qualify as “approved duties”. At present an allowance is only payable to the Mayor and Deputy Mayor, however, there are other Councillors as well as officers who attend meetings on behalf of the Council who make no claim in respect of their attendance outside the town area.

It was agreed that the Town Clerk write a policy on allowances / expenses and present it to the Town Council for their approval.

52. Distribution of information to Members.

The Town Council staff have been looking at the question of providing a better service to members and as a result any member who wishes to receive agendas, minutes etc by e mail from the Town Council Offices should please let the Town Clerk have their e mail address so that they can be included on our distribution list.

53. Temporary Road Closure – Admiralty Way.

The Town Clerk reported that he had received a notification that on Friday 26th May 2006 Admiralty Way in Pembroke Dock was to be closed to vehicular traffic from 0900 to 1000hrs because of the launch / reception connected with the official naming of the new pilot cutter for the Milford Haven Port Authority.

At this point (1950hrs) Councillor W S Rees left the chamber.

54. Meeting of Town / Community Councils With The County Council to discuss the Licensing Act 2003.

On Tuesday 16th May 2006 the Town Clerk and Councillor Ron Watts attended a meeting organised by the County Council to discuss the workings of the Licensing Act 2003. There was a general consensus that the County Council adopted policy was working and that the decision to designate two areas in Haverfordwest and Tenby as “Cumulative impact areas” was helping to address the issues of rowdy and violent behaviour together with helping to reduce alcohol related crime. Town and Community Councils were reminded that the County Council have powers to review the licence of a premises at any time provided that it was accompanied by appropriate evidence of disorder etc. Generally it was accepted that the Act had been introduced smoothly.

The Town Clerk had taken the opportunity to discuss the issues affecting the Winter Carnival and any Continental Market which may take place within the town. Case Law and working practices have enabled initial fears concerning bureaucracy to be diminished and if the Town Council were to organise a Winter Carnival this year we would need to start the necessary formal consultation with the County Council on any licensing for the event as soon as possible.

It was agreed that the Town Clerk make an approach to the Licensing section to discuss the implications of the Licensing Act for any proposed Winter Carnival in December this year.

55. County Council / Town and Community Council Liaison Forums.

The first forum meeting for 2006 was held last Monday 15th May at Lamphey Village Hall. The presentations concerned the JUDP, Strategic Recycling Scheme and improvements to Street Cleaning etc. The Town Clerk stated that in future these meetings will be subject based and specific issues affecting individual towns / communities would not be discussed. If there were specific issues then it was for the Town / Community Councils to take the matter up directly with the appropriate Department in County Hall and if no response / inadequate response was received then it would be a matter of implementing the disputes procedure or involving the appropriate County Councillor(s) for the Town / Community. He regarded this approach as a better way of dealing with matters provided that there was some input on the subjects to be discussed. The next meeting would be held in September and would deal with

delegated planning decisions and the Dog Warden Service / Fixed Penalty Scheme for Dog fouling.

56. Survey of Callers at the Town Council Offices.

The Town Clerk reported that he had recently carried out a survey of callers (personal and telephone) making contact with the Town Council Offices. The monthly Survey produced the following information:-

Telephone enquiries	0900 – 1100	1100 – 0100
County Council Matters	8	1
Health Authority Matters	1	-
Pater Hall Bookings & Enquiries	14	3
Town Council Matters	17	5
Central Government Matters	1	-
Miscellaneous enquiries resulting in “signposting to other agencies”	6	-
Personal Enquiries		
County Council Matters	1	1
Health Authority Matters	-	-
Pater Hall Bookings & Enquiries	5	-
Town Council Matters	4	1
Central Government Matters	-	-
Miscellaneous enquiries resulting in “signposting to other agencies”	2	-

These statistics clearly show that the majority of enquiries are made by telephone (80%). Town Council Matters constituted 38% of the total, 31% related to the Pater Hall, 15% related to County Council matters, 11% involving signposting to other organisations / agencies and 5% other agencies / organisations.

These statistics gave Councillors an idea of the work carried out by staff. It also raised an issue of whether the current hours of opening should be varied at all? He had not included in the statistics the number of telephone calls made out of hours where the caller leaves a message for action the following working day. Generally there were on average 1.3 messages

per day some of which are complaints about standards of service provided by the County Council e.g. Memorial Park, Parking within the Town, Collection of bulk waste etc.

He suggested that members reflect on these statistics until the next meeting to see if any changes should be made to the way the Town Council Offices operate.

57. Planning Applications

06/0113/PA J. Redshaw
39, Poulton,
Bradford on Avon, 54 Military Road,
Pembroke Dock
- Erection of one dwelling

PROPOSED by Councillor P G Gwyther
SECONDED by Councillor K Higgs

RESOLVED

That the Town Council have no objections to this development.

06/0132/PA Mr R Cushion,
Hillview,
Victoria Road,
Pembroke Dock.
SA72 6XU Hillview,
Victoria Road,
Pembroke Dock,
SA72 6XU.
Outline – Erection of one dwelling

PROPOSED by Councillor D T Esmond
SECONDED by Councillor K Higgs

RESOLVED

That the Town Council have no objection to the development.

58. Planning Decisions.

05/0012/PN Pembroke Road, Pembroke Dock – 12.5m high telegraph pole style monopole containing three shrouded antennas (1.7m long with a base height of 10.8m above ground level) & two 0.2m diameter transmission dishes (10m above ground level) – **The development may proceed without further approval of the Authority to the siting and appearance of the development (Town and Country Planning Act 1990 Permitted Development Order 1995 Part 24)**

05/0028/LB Dockyard Wall between Front Street and western way, Pembroke Dock – Erection of six commemorative plaques depicting the history of Pembroke Dock – **Listed Building consent granted.**

05/1581/PA 9, London Road, Pembroke Dock – Change of use of garage to retail fishing outlet - **Refused**

22. REPORT OF THE FINANCIAL OFFICER

7. Payment of Accounts

The following accounts were submitted for approval of payment:

16	Onetel – telephone Calls	£ 5.54
17	Hewlett Packard – Print Cartridge	£ 64.85
18	Councillor P Weatherall – Deputy Mayor’s Allowance	£ 550.00
19	Councillor S Perkins – Mayor’s Allowance	£2,500.00

The Town Clerk also requested that the following accounts be added for approval of payment:-

20	The Consortium (Whiteboard etc)	£ 119.08
21	Pembrokeshire County Council (Streetworks Licence)	£ 250.00
22	Postage refund – I Jones	£ 40.00
23	SWAT Donation	£ 200.00

PROPOSED by Councillor Mrs P E George
SECONDED by Councillor Mrs P E M Folland

RESOLVED –

That Account Nos. 16- 23 be approved for payment

23. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OTHER PUBLIC/VOLUNTARY BODIES

There were no reports from members in respect of recent attendance.

24. ANY OTHER BUSINESS

(a) Pembroke Dock Harlequins visit to Malta.

Councillor P G Gwyther reported that the recent visit to Pembroke, Malta by Pembroke Dock Quinns had been an outstanding success. Not only did they win the tournament but the hospitality afforded them was outstanding. It was agreed that the Town Clerk be requested to write to the Secretary of the Quins conveying the Town Councils Congratulations on their achievements.

(b) Pembroke Dock Citizens Advice Bureau.

Councillor P Gwyther reminded members that the AGM of the Bureaux was to take place on Wednesday 24th May at 1230hrs. Councillors were warmly invited to attend.

The meeting ended at 2010hrs

Mayor