

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 7th April 2016.

PRESENT: Councillors P Kraus, M Colgan, G Anderson, D Earl, P George, G Goff, P Gwyther, K Higgs, A McNaughton, J McNaughton, M Murton, T Wilcox, S Perkins and J Phillips

IN ATTENDANCE:

Sarah Scourfield – Town Clerk
Amanda Dillaway – Deputy Town Clerk
Amanda Hart – Administrative Support Officer

150 APOLOGIES FOR ABSENCE

Councillors P Folland A Lee.

151 DECLARATIONS OF INTEREST

Councillor M Murton declared a Personal Interest in Item 160 (Planning Application for Albion Stores) of the Town Clerk's Supplementary Report.

152 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Gareth Mills – Chairman of Sunderland Trust

Mr Mills attended the meeting to discuss how the Museum operated and how help was needed towards the running costs. Mr Mills stated as follows:-

- The Museum was an important Tourist Attraction and the Trust would like to reinstate the Stained Glass Window.
- They had 12,000 visitors in 2015 but up to 30,000 were need per year to be viable.
- An incentive would be for residents living in the SA71 and SA72 area to pay entry 1 ½ times and then visit free for 12 months.
- The museum cannot have the brown tourist information signage as they do not meet the minimum number of annual visitors to warrant these at present.

The Heritage Centre rent is £6,000 per annum. Running costs are £40,000 per annum and therefore, an income of £50,000 per annum is needed for the Museum to be successful. Milford Haven, Haverfordwest and Narberth Town Councils donate substantial amounts to support their Museums and therefore Mr Mills asked whether Pembroke Dock Town Council would consider some financial assistance over a 1 – 3 year term.

After a discussion between Members and Mr Mills it was decided that Councillor G Anderson would attend a meeting with Mr Mills and Pembrokeshire County Council with regards to extending the lease of the premises and opportunities for signage around the chapel grounds.

It was

PROPOSED by Councillor G Anderson
SECONDED by Councillor M Murton
RESOLVED - That the Town Council write to Pembrokeshire County Council to arrange a meeting to discuss the Sunderland Trust's Lease Arrangements and brown signage advertising

The Town Clerk stated that any financial implications could not be decided at this meeting, this would have to be brought back to the next Full Council Meeting in May.

153 TO CONSIDER THE MINUTES OF THE MEETING OF 10th March 2016

It was

**PROPOSED by Councillor J McNaughton
SECONDED by Councillor M Murton
RESOLVED - That the Minutes of 10th March 2016 are
adopted as a true record.**

154 MATTERS ARISING FROM THE MINUTES OF 10th March 2016

Town Clerk's Report - Item 139 Queen Street Green Area

The Town Clerk is waiting for more information regarding this matter

Town Clerk's Supplementary Report - Item 146 Toilets in Asda Car Park

Councillor J Phillips and the Town Clerk had recently attended a meeting to review the works completed to date on the toilets. Councillor Phillips further questioned the cleanliness and the length of time the refurbishment of the toilets was taking. Councillor Phillips had visited Tenby Public Toilets and found them to be immaculate. Members felt that the charging should not have been implemented for this facility until the works had been completely finished. Councillor S Perkins proposed that the Town Clerk again contact Danfo to highlight members concerns.

155 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

147 Hanging Basket Tenders 2016

The Town Clerk stated that the tender date for hanging baskets had passed with only one tender response being received from Hill Farm Nurseries.

The tender covers the installation of all hanging baskets and troughs in the Town Centre and removal and disposal of the flowers at the end of the year. The quote was for the same number of plants in each basket/trough as last year with similar varieties such as surfinas, ivy geraniums, non-stop and trailing begonias.

The cost of the tender is £2,042 this is a decrease on previous years as the number of baskets tendered for had been reduced.

The Town Clerk asked for member's agreement to use Hill Farm Nurseries for the 2016 season. Councillor J Phillips suggested that the Town Council had an input into the flowers and colours used in the hanging baskets and therefore will visit the Nurseries to discuss this.

It was

**RESOLVED - That the Town Council agree the tender from
Hill Farm Nurseries for Hanging Baskets for 2016 season.**

148 Financial Risk Assessment & Financial Regulations

The Town Clerk stated that at the last meeting of this Council Members agreed that the Mayor and Deputy Mayor should provide receipts for all expenditure of the allowance provided each year. This had now been added to the Financial Risk Assessment and Financial Regulations of the Town Council. A copy of these documents was provided within the papers.

The Town Clerk asked for member's agreement to adopt the reviewed documents.

It was

**PROPOSED by Councillor M Murton
SECONDED by Councillor A McNaughton
RESOLVED - That the Town Council agree to adopt the
changes made to Financial Risk Assessment and Financial
Regulations**

149 Signatories for the Bank Account

The Town Clerk stated that at present the Town Council had two councillors who were signatories for the bank account and asked for members' agreement for the Town Clerk to be added as a signatory for the account as well as the two current signatories. At present not having the Town Clerk as a signatory can cause issues when undertaking administration issues.

All Members agreed to this.

It was

PROPOSED by Councillor J McNaughton
SECONDED by Councillor M Murton
RESOLVED - That the Town Clerk to be added as a signatory on the bank accounts for the Town Council

150 Queen Birthday – Beacon lighting donation

The Town Clerk stated that at the last Town Council Meeting members discussed the upcoming celebrations for the Queen's birthday on 21st April 2016. Councillor P George had informed members that the Events Committee would be holding an event at the Martello Tower on Front Street where the lighting of a beacon would take place and that it had been suggested that there were fireworks set off to mark the event.

It had been previously tabled that the Town Council support the event with a donation of £100.

It was

PROPOSED by Councillor S Perkins
SECONDED by Councillor A McNaughton
RESOLVED - That the Town Council agree to donate £100.00 to the Queen's Birthday Beacon event under the Power of Wellbeing Local Government Act 2000, s.2.

151 Internal Auditor

The Town Clerk stated that as the end of year was approaching the accounts and procedures of the Town Council were required to be audited. The Internal Auditor Bernie Scourfield charges are £15.00 per hour and the audit normally takes 4-5 hours. The Town Clerk asked if all members were happy to use Mr B Scourfield again.

It was

PROPOSED by Councillor S Perkins
SECONDED by Councillor J McNaughton
RESOLVED - That the Town Council agree to use Mr B. W. Scourfield to complete Pembroke Dock Town Council's Internal Audit for this year

152 Funding Request – Vibe School of Dance

A funding application had been received from Vibe School of Dance who were asking for assistance towards travel costs for a planned trip to Disneyland Paris. They had asked for the sum of £500 to help towards the trip. Vibe School of Dance benefit 125 children from Pembroke Dock ages 2-18 and they take part in a number of community events throughout the year.

After a discussion between Council Members it was decided that Pembroke Dock Town Council were unable to fund this application.

153 Pembroke Dock Civic Society

The Town Clerk informed Council Members that Harry Goodrick from Pembroke Dock Civic Society had contacted the office to inform members that Pembroke Dock Civic Society were currently still in existence in Pembroke Dock. Mr Goodrick commented that although they had merged with Pembroke they do still exist in their own right in Pembroke Dock.

154 Walk for Life – Kidney Wales Foundation

The Town Clerk had received information from the above organisation regarding the upcoming Walk for Life which is due to take place on Sunday 24th April 2016. They are asking for events to be held in the area, if any member wishes to arrange an event in Pembroke Dock please let me know. There is also the Cardiff 10k which is due to take place on 11th September 2016 if anyone wishes to take part.

155 Abnormal Load – Traffic Order

The Town Clerk had included within Members papers a copy of a traffic order which had been provided by Pembrokeshire County Council informing residents of the area of an abnormal load which would be coming through Pembroke Dock. The order is to ensure the safe movement of abnormal indivisible loads which are in the form of wind farm components. The order has a maximum duration of 18 months with the order coming into force at 00.01 hrs on Monday 25th April 2016.

156 Insurance Renewal

The Town Clerk had received the insurance renewal from Zurich, and commented that the premium for the upcoming year was £2,294.64.

Members were asked if they were all in agreement for this premium to be paid.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Murton

**RESOLVED - That the Town Council agree to pay the
Renewal Premium to Zurich Insurance of £2294.64**

157 Rent for storage items – Pater Hall Community Trust

The Town Clerk had received a letter from the Pater Hall Community Trust regarding the proposals from the Town Council for the rent to be paid towards the storage of items at the Pater Hall, the letter stated that the trustees will discuss members' proposals at the next meeting of the Trust which will be held on Tuesday 12th April 2016, the Secretary stated he would write to inform us of trustees observations after this date.

The Town Clerk also commented that there had been no reply from the Pater Hall Community Trust regarding the rent for the new proposed offices, and until this was agreed work could not commence on the building.

158. Pembroke River Rally – Donation

A letter had been received from David James the secretary of West Wales Maritime Heritage regarding the Pembroke River Rally which is due to take place on Saturday 30th July 2016.

As per previous years David has requested a donation of £50 to go towards the payment for the flagship which will be used by the Mayor and Deputy Mayor which they will board from Hobbs point. Members all agreed to this donation being paid.

It was

PROPOSED by Councillor T Wilcox
SECONDED by Councillor A McNaughton
RESOLVED - That the Town Council agree to donate £50.00 to the West Wales Maritime Heritage towards the payment of the flagship under the Power of Wellbeing Local Government Act 2000, s.2.

159 Town Centre WIFI

The Town Clerk met with David Bannister of Telemat recently regarding the Town WIFI where she raised with David that the number of WIFI points within the town should show 6 and not 4. He commented that Pembrokeshire County Council had also raised this with him to which they had agreed to fund.

It was agreed the areas to be covered are Dimond Street (2 points), Meyrick Street (1 point) Gordon Street (1 point). The Town Team stated that they would like to see the Ferry terminal being covered as it was the prime opportunity to provide information regarding the services within the Town Centre, it was therefore suggested that a suitable location was identified for the Ferry Terminal and the Port Authority were contacted. It was agreed that Modern Print or Y Cerrig Glas would also be another suitable area.

It was agreed that the Town Clerk working with the Town Team would approach businesses to see who would be willing to host the WIFI units, to see if there are sufficient to cover the areas requested. The Town Council would be responsible for costs for all 6 WIFI points and licences after the 3 year period.

156 TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK

160 Planning Applications

The Town Clerk presented application 15/1182/PA – Albion Stores - in front of members this evening for comment, there had been some amendments made to the application which the Town Clerk thought Council should be aware of and amended comments should be made.

Councillor T Wilcox commented that Councillor A Lee had requested the application to be brought back to Planning. After a discussion, Town Council Members decided that they would not be supporting the amended planning application due to the invasion of lighting and privacy to the neighbouring properties.

The Town Clerk also commented that the Town Council are not being informed when there were amendments or non-material amendments made to applications and therefore, felt that this was not giving the Town Council the chance to give a fair representation on applications. The Town Clerk asked for permission from the Town Council to write to the Development Management Manager David Popplewell to inform them that the Town & Country Act 1990 Schedule 1 para 8 states that

A local planning authority who have the function of determining applications for planning permission shall, if requested to do so by the council of any parish situated in their area, notify the council of—

(a) any relevant planning application; and

(b) any alteration to that application accepted by the authority.

It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor M Colgan
RESOLVED - That the Town Clerk contacts the Development Management Manager Mr David Popplewell regarding Town & Country Act 1990 Schedule 1 para 8

161 Declarations of Interest

The Town Clerk stated that up to date declarations of interest were slowly being returned to the office but there were still some outstanding and therefore could they be completed, signed and returned as soon as possible as it is a requirement of the Councillor's Code of Conduct to ensure that up to date information is been received

162 Small Business Rate Relief

The Town Clerk had been asked by Councillor Gwyther to investigate if the Town Council was able to get Small Business Rate relief. After speaking with a number of Town and Community Councils in the area and also speaking to Pembrokeshire County Council it had been confirmed that as the Town Council were viewed as Local Government they were unable to get any relief on their rates.

Councillor P Gwyther asked the Town Clerk to contact Fishguard Town Council regarding the Small Business Rates Relief as they, are exempt from paying them and to also contact the District Valuer and Welsh Assembly Government regarding this matter.

163 Mayor Making & Civic Dinner for 2017

The Town Clerk stated that as part of the external audit future dates of Town Council meetings were required At the last meeting of this Council these dates were agreed apart from the Mayor Making in May.

As the Elections will be taking place on Thursday 4th May 2017 we are unable to hold the Mayor Making/Civic Dinner on the usual date so the dates available for the Mayor Making are as follows:

- Friday 12th May
- Friday 19th May
- Friday 26th May
- Friday 2nd June

It was

PROPOSED by Councillor J McNaughton

SECONDED by Councillor P George

RESOLVED - That the Mayor Making and Civic Dinner for 2017 will take place on Friday 12th May 2017

164 Agreement of Town Council Committees for 2016/2017 term

The Town Clerk had included within her report a copy of the Committees for 2015/2016. Councillor Guy Anderson was to be added to the Planning Committee and the Town Clerk asked if there were any other changes for 2016/2017?

Councillor M Murton requested that Police Forum was added to the list, Councillor J McNaughton asked for Patient Participation programme to also be added.

157 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

There were none.

158 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES Police Forum Meeting

Councillor M Murton had attended the Police Forum Meeting and the following items were discussed:

- New PCSO Officer – James Warren PC588.
- Recent Pennar Community School Fire Incident – Police and Fire Crews had attended to make those parking in the vicinity of the school more aware of inconsiderate parking and access to the school should an emergency occur in the future.

Patient Participation Group

Councillor J McNaughton stated as the Bake Sale was unable to take place on 6th April 2016 it had been rescheduled for 10th May 2016 at 3.50 pm. Argyle Street Surgery had lost 6 Doctors and there was now only 12 Doctors at the Surgery. Councillor McNaughton also commented how well the new Online Booking System had worked for her.

Litter Pick

Councillor P Kraus stated that a litter pick had been arranged for 14th April 2016 and that pupils from Pembroke Dock Community School and Pennar Community School would be attending.

Summer Festival

Councillor S Perkins commented that Festival arrangements were in hand with activities such as a Skateboarding Competition and Fun in The Park taking place

The Friends of Memorial Park Committee had met to discuss ideas for fundraising to purchase new equipment.

159 FINANCIAL REPORT
Accounts for Payment

Date	Description	Amount	Payment Method
03.03.2016	Post Office - Postage	£42.66	
03.03.2016	Post Office - Postage	£22.61	Debit Card
07.03.2016	SWALEC – Albion Square Lighting	£29.76	
10.03.2016	Clarity Copiers – Print Copies	£32.80	
15.03.2016	Slingsby – Dustcart for streetcleaner	£343.20	
15.03.2016	RBS Software – Annual Fee	£232.80	
21.03.2016	Pembrokeshire County Council - Telephones	£41.31	
21.03.2016	Princes Gate – Bottle Deposit	£19.08	
21.03.2016	Princes Gate – Sanitisation Service	£17.78	
21.03.2016	Princes Gate Office Water/WEE Charge	£21.02	

Payments Previously Agreed e.g., Grants, Sec 137 payments, allowances

Date	Description	Amount	Payment Method
05.03.2016	Pembs County Council Office Rent (March)	£298.80	
11.03.2016	Pater Hall Trust Storage Rent (March)	£150.00	
22.03.2016	Ellie's Flag Appeal	£ 50.00	

Account Receipts

Date	Description	Amount	Payment Method
21.03.2016	Princes Gate (Credit Note)	-£7.20	

Salaries & Wages

06/03/2016-05/04/2016	Salaries & Wages	£3186.37
06/03/2016-05/04/2016	Tax & Ni	£ 598.44
06/03/2016-05/04/2016	Pensions	£ 672.30

Account Balances

31.03.2016	HSBC Current Account	£61,985.59
31.03.2016	HSBC Premium Account	£22,411.69

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M. Murton

RESOLVED - That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.

160 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

None.

161 COMMUNITY ISSUES

A number of Councillors were concerned about the condition of the roads in the following areas of the Town:-

- Upper Meyrick Street
- Princes Street
- Pembroke Street
- Essex Road

The Town Clerk will contact Pembrokeshire County Council about this. Councillor Anderson commented having a rolling contract when renewing pavements in the Town and could a similar scheme be used for the roads?

Illegal Parking was highlighted as still being an issue in areas of Pembroke Dock. Councillors were advised by the Town Clerk that if they complained individually through the website or by telephone more action may well be taken on Community Issues arising.

Other Issues discussed were:

Dog Fouling in Church Street and Lewis Street.

Litter in Harbour Way, King William Street and the Mount area towards the Memorial Park.

Hedge on Cleddau Bridge Roundabout.

162 MAYOR'S REPORT

The Mayor confirmed he had attended the following events:-

- Bertie Rees' Surprise Birthday Party.
- Pembroke Dock Community School Living Museum Project.

Councillor P Kraus stated that he had arranged a Questions and Answers Session at The Pater Hall on 20th April 2016

Town Council Members expressed their concerns and disappointment of the way the session had been organised and felt that Councillor Kraus should have consulted all Members before arranging the session.

163 PRIVATE AND CONFIDENTIAL

It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor M Murton
RESOLVED - That the press and public be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.

TO CONSIDER THE PRIVATE AND CONFIDENTIAL MINUTES OF 10TH March 2016

It was

PROPOSED by Councillor G Goff
SECONDED by Councillor A Mc Naughton
RESOLVED - That the Private and Confidential Minutes of 10th March 2016 are adopted as a true record.

MATTERS ARISING FROM PRIVATE AND CONFIDENTIAL MINUTES 10TH MARCH 2016

The Town Clerk stated that an error had been made in an increment increase reported at the last Meeting and therefore sought Members' agreement for the revised amount.

It was

PROPOSED by Councillor J McNaughton
SECONDED by Councillor M Colgan
RESOLVED - That the revised Increment Increase proposed is agreed.

There being no further business the meeting was closed.