

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 1st October 2015

PRESENT: Councillors M Colgan, D Earl, P Folland, P George, G Goff, P Gwyther, P Kraus, A Lee, J McNaughton, A McNaughton, S Perkins, J Phillips and T Wilcox.

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Kim Styles – Administrative Support Officer

49 APOLOGIES FOR ABSENCE

Councillors C Fortune, K Higgs and M Murton.

50 DECLARATIONS OF INTEREST

Councillor A McNaughton expressed an interest in the funding request for Pembroke Dock Cricket Club.

51 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None present.

52 MINUTES OF 3rd SEPTEMBER 2015

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor D Earl

RESOLVED –That the Minutes of 3rd September are adopted as a true record.

53 MATTERS ARISING FROM THE MINUTES OF 3rd SEPTEMBER 2015

Pembroke Castle complaint

The Manager of Pembroke Castle had been in touch with the Town Clerk, to discuss the recent issue, the manager was apologetic and commented that he had spoken with the member of staff regarding the situation. A letter had also been received from the Manager of the Tourist Information Centre regarding our complaint, she stated that the complaint was being investigated.

54 REPORT OF THE TOWN CLERK

66. Town Council Proposed Offices

The Town Clerk reported back to the Council from the meeting held between the Pater Hall Trust and Town Council on Monday 28th September. Prior to this meeting Councillor Don Earl had submitted the following proposal –

It was

PROPOSED by Councillor D Earl

SECONDED by Councillor J McNaughton

RESOLVED That the Council instruct our staff to actively search out suitable office premises for the use of the Town Council within the confines of Pembroke Dock.

Members voted on this with 5 members for the proposal and 8 against, therefore the proposal was not carried forward.

It was

PROPOSED by Councillor D Earl

SECONDED by Councillor J McNaughton

RESOLVED That the office and meeting place be separated. The offices goes out into the town which it can show the face and work of Pembroke Dock Town Council to our residents, with the Warrior Room being booked and paid for Council meetings in advance with meetings of sub committees also being held in the Pater Hall.

Members voted on this with 2 members for the proposal and 8 against and 3 members not voting therefore the proposal was not carried forward.

During the meeting with the Pater Hall Trust discussion had taken place over the size of the proposed offices and the space. Councillor J McNaughton raised a question over the access for the disabled. Councillor P George confirmed that this had been investigated prior to any plans being drawn up and the plans met the specifications required. Councillor Lee who had also attended the meeting, asked whether revised plans had been received as promised by the Chair? The Town Clerk reported that they had not been received. However it was commented that it had been a good meeting.

At this point, Councillor Gwyther arrived. Councillor J McNaughton proposed that the Town Clerk meet with the Chairman and the Council pay for the next set of drawn up plans. Councillor Perkins stated that more information was required before an agreement was made. Councillor Lee commented that they agree in principle but there was still a lot of work required.

Members agreed the best way forward was for the Town Clerk to work with the Chairman of the Pater Hall Trust taking Councils comments into view and bring back to the next meeting an architect's plan with exact sizing's and costings.

67. Modernising of Pennar Post Office

The Town Clerk reported she had been advised that the Pennar Post office would be undergoing some modernisation which will tie in with their aim to create a more modern and convenient retail experience for customers that will include longer opening hours.

Pennar Post Office will be closing on Thursday 15th October at 17.30 and will re-open on Thursday 29th October at 13.00. Pennar post office opening times will change to 8.30am instead of the current 9am with certain retail services being available from 06.00-20.00 Monday to Friday.

68. Funding request – Pembroke Dock Cricket Club Fireworks Display

Town Clerk reported that a funding request had been received from the Cricket Club to help towards the Annual Fireworks display. They stated in their request that the club had run the display for 5 years, bringing the community together in a safe and controlled environment whilst raising funds for able and disabled junior cricketers. They had not asked for a specific amount. Councillor Colgan commented that this was a good thing and well organised. Councillor Earl stated that the Council did not have sufficient funds for this. Councillor Perkins said that as money was tight, we have to make sure we watch where the funds go.

PROPOSED by Councillor Perkins

SECONDED by Councillor J McNaughton

RESOLVED – That the sum of £50 is granted to Pembroke Dock Cricket Club under the Power of Wellbeing Local Government Act 2000, s.2

69. Attendance register

In the member's papers, an attendance register was included. Councillors Murton and Goff were congratulated for their 100% attendance in 2014/15.

70. Budget Update

Members were provided with up to date information on the budget spends so far this year. So far, 48% of the committed budget had been spent and had received 66.7% of the expected receipts. If all committed spends are spent, the council accounts will hold £39,967.85 which is approximately 26% of the precept. The policy of this Council is that reserves are between 25% and 33% of the precept, so we are close to the lower limit. Members were asked whether they had any questions regarding the budget. The Town Clerk confirmed that she will be presenting the 2016-2017 Budget to the next Council meeting. Councillors Gwyther and A McNaughton commented that there may be the need for the precept to be increased in future years.

71. Town Manager proposal

A meeting took place on Tuesday 22nd September regarding the proposal of a Town Manager which was put forward by Cllr Jonathan Nutting who is a Councillor of Pembroke and also a County Councillor. Copies of the minutes taken from this meeting were disseminated. The Town Clerk stated that Councillor Nutting had sent out further information to all Councillors and another meeting was set to discuss this information further.

It was suggested that there is a chair for this meeting and it was suggested that it would be a Councillor from Pembroke Dock. The next meeting will take place on Monday 5th October at 6pm and will be held in Pembroke Town Hall.

The Town Clerk asked Councillors for their comments on this proposal.

PROPOSED by Councillor A McNaughton

SECONDED by Councillor Earl

RESOLVED The Town Clerk is to write to Councillor Nutting and Pembroke Town Council to advise them that the Pembroke Dock Town Council do NOT wish to continue with this role.

72. Library Opening Hours

Pembrokeshire County Council have approached the Town Council to ask if they would like to consider making a financial contribution to the running costs of Pembroke Dock Library so that it can return to the opening hours which were in operation before April 1st. For the library to return to its original opening hours it would cost £14,346.95. If this was to be done through an increase in the precept based on a band D property, it would cost an extra £4.29 to residents.

They state there is also the option to make a smaller contribution to allow for some of the opening hours to return for certain times of the year. For example, if it was decided to see the library opening hours returned between June and September this would require a precept increase of £1.43 to residents instead of £4.29. The Councillors were asked for their opinions as it would affect the budget.

Councillor Gwyther stated that as there was insufficient money in the budget, they would not support this proposal from the County Council. A vote then took place where all Councillors were in favour.

PROPOSED by Councillor Gwyther

SECONDED by Councillor A McNaughton

RESOLVED The Council will not be making a financial contribution towards the opening hours of the Library for 2016/2017 financial year.

73. Proposed Aldi Development

Revised plans have been provided for the proposed Aldi development at the Old Silcox site on London Road. The new plans show the building has been moved from the road side to the rear of the site with parking in front. The Planning Committee have viewed the application and highlighted there were no proposed traffic control measures on the junction which is already a very busy area.

Discussion took place with regard to the lights which were shown on the original plans. The Town Clerk confirmed that the latest plans did not have any traffic lights.

The Deputy Town Clerk has contacted the Trunk Road Agency and County Council to ask if there are any plans for this area. They have forwarded this query to Edwina Hart at the Welsh Assembly Government for an answer. We hope to receive further information by the 14th October.

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

74. Bufferland Terrace/ Treowen Road Link Footway

The Town Clerk informed members that as Part of the Safe routes scheme this footway will be improved. The work would start on 28th September and it is anticipated to take 4 weeks to complete. During the work period the footpath will be closed to all pedestrian access.

75. External Audit Arrangements 2015-2019

The Town Clerk commented at present the external auditor for Pembroke Dock Town Council is BDO. The Wales Audit Office have informed us that from the 2015-2016 financial year the external auditor will change to a company called Grant Thornton this was following an amendment to the Public Audit (Wales) Act 2004 by section 11 of the Public Audit (Wales) Act 2013.

76. Mental Health Project Group

The Town Clerk informed members that the above organisation was a multi-agency group who are working to develop innovative services within the mental health service. They will be looking to engage with groups to highlight the proposals to improve the service and are looking to introduce a more innovative model of enhanced community based service. Once session dates have been provided, members will be advised but in the meantime if you wish to find more out about the service further information is available on the following websites

www.wwamh.org.uk

www.hywelldahb.wales.nhs.uk/mentalhealth

www.communityhealthcouncils.org.uk/hyweldda

77. Superfast Broadband information workshop

The Town Clerk stated that Superfast business Wales are holding a free workshop about the benefits of Superfast Broadband to Business. It has been designed for those who support or work with businesses in Pembrokeshire in order to give them up-to-date information on how Superfast can save time and money.

The workshop was being held on the 2nd October at the Bridge Innovation Centre between 9.30am and 12.30pm.

Councillor Gwyther also mentioned that Barclays will be holding a session at the Pater Hall on 21st November.

78 Traffic Calming/ 20mph Zone Extension – Bush Street & Hawkstone Road

The Town Clerk informed members that Pembrokeshire County Council was proposing to extend the existing 20mph zone affecting Bush Street towards Argyle Street and introduce new raised informal crossing tables on Bush Street and Hawkstone Road. The Scheme forms part of the Safe Routes project in Pembroke Dock. Members commented they were happy with the proposals stated above.

56 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

There were none

57 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

There were none.

58 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
28/08/2015	Clarity Copiers – print copies	£38.27	
26/08/2015	Post Office - September meeting papers postage	£13.32	Debit Card
29/08/2015	Princes Water – sanitisation service	£21.02	
29/08/2015	Princes Water – WEE charge & bottled water	£17.78	
09/09/2015	Post Office - 2 nd class stamps	£12.96	Debit Card
10/09/2015	A Phillips – painting equipment	£9.75	
14/09/2015	SWALEC – Old Pump House electricity	£25.47	Chq 100293
21/09/2015	Pembrokeshire County Council - CCTV contribution	£1,705.00	
21/09/2015	A Phillips – fuel for strimmer	£6.16	
22/9/2015	Viking Direct – 2016 diaries	£13.81	
23/09/2015	Eurooffice – stationery supplies	£63.30	
24/09/2015	Blue2Green Plumbing – maintenance work	£130.00	

PAYMENTS PREVIOUSLY AGREED e.g., Grants, Sec 137 payments, allowances

Date	Description	Amount	Payment Method
01/09/2015	Pater Hall Trust–Rent of offices for September	£583.33	

SALARIES AND WAGES

06/09/2015 – 05/10/2015	Salaries & Wages	£3,972.72
06/09/2015 – 05/10/2015	Tax and NI	£631.52
06/09/2015 – 05/10/2015	Pensions Contributions	£676.19

ACCOUNT BALANCES

24/09/2015	HSBC Current Account	£68,240.45
24/09/2015	HSBC Premium Account	£22,405.40

It was

PROPOSED by Councillor J McNaughton
SECONDED by Councillor A Lee
RESOLVED – That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.

46. AGENDA/REPORT ITEMS FOR THE NEXT MEETING

There were none.

47. COMMUNITY ISSUES

Councillor Folland commented the traffic lights (filter light) on Bush Hill were still confusing.

Councillor Goff commented that it was difficult to use the designated turning area in Cross Park due to parked cars. He asked that lines for a turning area be marked out. It was agreed the Town Clerk write to the County Council to ask if a turning area could be painted?

Councillor Gwyther commented that the hanging basket flowers within the town centre were looking poor compared to Pembroke. He commented that he would like to extend the hanging baskets up until the end of October. The Town Clerk explained that the person employed for watering the flowers had left and not been replaced. The Town Clerk explained the hanging baskets would be removed week commencing 5th October.

Councillor Phillips commented that the streets were currently covered with weeds. Councillor A McNaughton proposed that the Town Council discuss at the next Finance meeting the employment of a second person to work alongside the existing street cleaner.

PROPOSED by Councillor A McNaughton
SECONDED by Councillor A Lee
RESOLVED That the Finance committee look at costs of employing a second outdoor person.

Councillor Phillips informed members that Albion Square schools wall was bowing out into the bus stop and felt it was in a dangerous condition and asked how long the repairs were likely to take. The Town Clerk stated she was not aware of this and would contact the County Council. Councillor Phillips commented that there was an issue with blocked drains outside the Pembroke Dock Community School which gets constantly blocked with leaves/mud coming down from the drive leading up the Bowls Club. It was suggested that the County Council are contacted to highlight this issue.

Councillor George congratulated the Mayor, Councillor Kraus on the success of Hobbs Point and how tidy it was now looking.

Councillor Colgan asked for a card to be sent to Councillor Higgs on the recent death of his mother.

48. MAYORS REPORT

The Mayor reported on his attendances to a number of events over the past month.

128 **PRIVATE & CONFIDENTIAL**
It was

PROPOSED by
SECONDED by
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.

As there was no further business to discuss, the meeting closed.