

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 3<sup>rd</sup> September 2015

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

**IN ATTENDANCE:**

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Kim Styles – Administrative Support Officer

**36 APOLOGIES FOR ABSENCE**

Councillors P Folland, C Fortune, K Higgs, M Murton and S Perkins.

**37 DECLARATIONS OF INTEREST**

There were none

**38 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

Jonathan Willington from Natural Resources Wales gave an outline on the RDF operation and the role of the permit operator in Pembroke Dock dockyard. He stated that they had received a number of complaints regarding odour. He advised that steps had been taken to deal with the waste problems as at first, food waste was being included. The operation has now been changed and food is being separated.

His colleague Leanne Bacon stated that they had also received an increase in enquiries regarding the fly infestation. They have put a monitoring programme in place to identify the types of fly so that they can then determine whether the infestation is linked to any particular activity. Currently they are looking at a 12 week monitor programme however, as the weather conditions are now changing, it was then stated that this monitoring programme would have to take place over 12 months to get an accurate picture.

Jonathan also mentioned that the waste disposal site in Cardiff also commenced at the same time as the RDF plant. He was unaware of the political reasons for the Cardiff site being unacceptable. With the recent rise of landfill tax, this was the driving force behind the RDF plant.

Jonathan was asked by a member of the public as to where the records are held regarding the decision for the plant.

Councillor T Wilcox stated that he was on the Environmental Committee at the Council and that they were assured there would not be any odours. He also raised the question as to whether there had been similar issues at other sites?

Jonathan stated that these problems were not foreseen. A member of the public commented by saying that companies within Pembroke Dock would close due to the odour from the site.

It was stated that a meeting is to be held within the next month to look at the situation and see how things are going.

The Town Clerk is to write a letter to Pembrokeshire County Council to enquire what actions are being taken in relation to the various complaints.

**39 MINUTES OF 30<sup>th</sup> JULY 2015**

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor G Goff**

**RESOLVED –That the Minutes of 30<sup>th</sup> July are adopted as a true record.**

**40 MATTERS ARISING FROM THE MINUTES OF 30<sup>TH</sup> JULY 2015**

**Pop up Shop 42 Dimond Street**

Councillor Goff had mentioned about the allocation of money for this venture. The Town Clerk explained that there was £6,000 in the budget - £3,000 for 2014 and £3,000 for 2015.

### **Watersports Centre**

Councillor T Wilcox reported to the Council that there were currently 3 interested parties.

### **Lamp posts in Dockyard**

Councillor J Phillips reported that she had been unable to find the serial numbers for the lampposts. It is believed that they may be under the ownership of the Milford Haven Port Authority (MHPA). The Town Clerk is to write to the Port Authority to ask them.

## **41 REPORT OF THE TOWN CLERK**

### **53.Councillor attendance to meetings**

It had been noted that attendance to recent Town Council meetings had been poor; certain committees especially struggle to be quorate. Councillors were reminded that they have a duty to attend meetings. The Town Clerk understood that it can be difficult to attend all meetings but stated if any member was unable to attend you are required to contact the Town Clerk with an apology and an explanation as to why you are unable to attend the meeting.

It is not acceptable for apologies to be passed along by other Councillors; apologies to be presented personally to the Town Clerk before the meeting. If you fail to attend any meetings for six months, you will automatically cease to be a Councillor unless the council approved your reason for absence before the end of the six month period.

Councillor Gwyther requested that an attendance register be brought forward to next meeting to show which Councillors attend. This was agreed by all.

### **54. Fundraising and Awareness Campaign for Ward 10 (Cancer Ward) at Withybush Hospital**

An email had been received from Lyn Neville who is the leading force for the campaign. Lyn had requested a letter of support from Pembroke Dock Town Councillors were in support of the campaign for improved Cancer services in Pembrokeshire.

### **55. Grant Requests**

Applications received from the following organisations requesting assistance

#### **Shelter Cymru**

In 2014/2015 this organisation assisted 532 people in Pembrokeshire and they continue to hold 3 weekly advice and support surgeries in Pembrokeshire to provide face to face support to some of the most vulnerable families. The organisation had requested funding in order to meet the demand for the service to continue within Pembrokeshire.

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor D Earl**

**RESOLVED –That this request was considered by all to be outside the Council's remit.**

#### **Macmillan Cancer Support**

This organisation had requested funding in order to enable their services to continue providing support to people affected by cancer in the local community and to provide a one off patient grants for people with a cancer diagnosis.

It was

**PROPOSED by Councillor P Gwyther**

**SECONDED by Councillor A McNaughton**

**RESOLVED –That this request was considered by all to be outside the Council's remit.**

### **56. Consultations for Gambling Policy and Licensing Policy of Pembrokeshire County Council.**

The Town Clerk stated that the above policies were due for review by Pembrokeshire County Council and were currently out for consultation. Councillors were asked to confirm they were happy for these documents to be passed to the consultation committee? Members agreed the link should be sent out

to all members for comment, the Town Clerk commented that the documents were lengthy so would only print copies if requested.

#### **57. Pembrokeshire County Council engagement events**

The Town Clerk informed members that Pembrokeshire County Council will be holding a number of engagement events all over the County during October. During these events they will be providing information and seeking members views on the following

- Outline new vision/principles for the Council
- Area Boards
- Improvement Objectives 2016-17 and beyond
- Budget 2016-2017 and beyond
- Feedback and update on first round of sessions

The meeting for Pembroke Dock will take place on Wednesday 14<sup>th</sup> October 7pm – 9pm and will take place at Pembroke Dock Community School. Town Clerk has booked 4 places for this event as they are quite popular. Please advise the Town Clerk by Friday 11<sup>th</sup> September if you would like to attend this event in order to ensure sufficient places are booked. Councillor A Lee confirmed she would already be attending as County Councillor.

**Councillors P Kraus confirmed that he would like to attend.**

#### **58. Proposed Town Council Offices**

The Town Clerk stated that as agreed at the last meeting of this Council a letter was sent to the Pater Hall Trust asking a number of questions regarding the installation of the partition wall for the proposed Town Council offices. A response to this letter had been received from the Pater Hall Trust Secretary to which much debate took place. Councillor George commented that she was not aware of the contents of the letter from the secretary. The Town Clerk commented that she along with the Deputy Town Clerk had undertaken their own measurements from the marked area in the Warrior Room for the new office space and also undertaken her own measurements of the existing offices. She stated from these measurements the new office space would be smaller than the existing offices, the Town clerk informed the Chairman of the Pater Hall Trust that this would not be acceptable and has since received a revised plan of measurements which were provided by D Esmond which provided the council with 0.9m<sup>2</sup> extra space to the current offices. The Town Clerk stated this would mean the loss of a reception area and it would also have to be discussed regarding the disabled access to the Warrior Room.

Councillor A McNaughton stated that the Council's responsibility was for the office staff had somewhere safe to use but was also mindful not to inconvenience the Trust. He stated that the staff had utilised the Pop up shop this week with success as it gave the Council a street front presence.

Councillor P Gwyther mentioned that the Trust had worked hard to keep the Pater Hall going and confirmed that it depended on the Council's rent; he commented that a reduction in revenue to the Trust would mean closure. Councillor Earl stated that the Council should not be held to ransom and put in the position of "if we move out" it will close. Councillor Lee asked whether the Pater Hall Trust would allow the Town Council to use the whole of the Warrior Room. Attention was drawn to previous meetings where it was advised that the Warrior Room could not be solely used by the Council apart from Town Council office hours.

It was agreed that a meeting was to be arranged with the Trust and Councillors and Town Clerk as soon as possible. The Town Clerk confirmed to all Councillors, that attendance is required by everyone.

#### **59. Town Gateway Signage**

The Town Clerk stated that the final agreed Gateway signage for the Town was included in the papers. The new signage now includes the Towns crest.

#### **60. Waste Transfer Station – Dockyard**

The Town Clerk informed members that the Waste Transfer Station based in the Dockyard had received a number of complaints over the past few weeks. Pembrokeshire County Council released an apology to residents in the Western Telegraph, but all complaints are now being directed to Natural Resources Wales in order for them to carry out further investigations. The number to call to make a complaint is 0800 80 70 60.

#### **61. National Library of Wales**

The Town Clerk stated that the above organisation had been in contact with the Town Council offices to ask if the Town Council would like to participate in the UK Web Archive by archiving our website.

The UK Web Archive is a partnership between the National Library of Wales, the British Library, JISC and the Wellcome Library to preserve website for future users. They have identified the website of the Town Council to be an important part of Wales' documentary heritage and would like it to remain available to researcher in the future. Councillors agreed if there was no cost to this then they give permission for the website information to be used for the UK Web Archive.

#### **62. Complaint regarding Pembroke Castle**

The Town Clerk informed members that included in Councillor's papers was a copy of a letter received from a Pembroke Dock resident regarding a recent visit to Pembroke Castle. The resident stated that she was witness to an employee of Pembroke Castle informing a visitor to the area not to bother visiting Pembroke Dock as "it is a bit of a dump". The resident has written to the manager of Pembroke Castle to highlight the incident. The Town Clerk had also been made aware of a comment made by a member of staff at the Tourist Information Centre based in Pembroke. It was agreed by members that the Town Clerk should write to Pembroke Tourist Information Centre to highlight the comments made.

### **42 TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK**

#### **63. Old Pennar School Building**

The Town Clerk stated that notification had been received from the Planning Department of PCC to inform members that the demolition of the existing school and erection of 15 dwellings had been approved. There are a number of conditions attached with this approval; if any member wished to view this document please let the Town Clerk know.

#### **64. Tourist Information Boards**

Councillor Gwyther has asked for this item to be raised as he has noted the deterioration of the boards which are located at numerous locations around the town. He stated that the information in some of the boards was out of date and some even point to areas outside the town. The areas highlighted are Front Street, Fort Road and Cleddau Bridge. The Town Clerk questioned if there were any other areas where members are aware of these boards to let her know.

#### **65. Litter from Greggs**

The Town Clerk commented that it had been brought to her attention that there was a lot of rubbish littering the town which was noted to be from Greggs. It was asked whether Greggs supply a rubbish bin within the shop and if not, it was suggested that they were contacted to highlight the issue. It was agreed that the Town Clerk to write to Greggs regarding this.

### **43 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT**

There were none

**44 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES****Councillor George – Dr Jones’ Trust**

Councillor George informed members that they had assisted 17 people within the community are continuing with Further Education and College with funding. Councillor George also mentioned that for those who need help towards sports and musicians to cover expenses, forms are available.

**Councillor Gwyther – Pater Hall Trust**

Councillor Gwyther stated that the Pater Hall Trust had received a grant for £6,000 towards heating installation from British Gas.

**Councillor Kraus – Police Forum**

Reported on recent visit and items included the litter pick, car parking in Albion Square, day of action for nuisance tenants. ASB was reported as good in August. A new PCSO will be starting in November.

**45 FINANCIAL REPORT****ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
23-07-2015	Postage - Council Papers 30 <sup>th</sup> July	£17.10	Debit Card
27-07-2015	BT Broadband Services	£86.10	Direct Debit
31-07-2015	Tenby Observer – advertisements	£105.60	
31-07-2015	BT – Phone Services	99.68	Direct Debit
09-08-2015	1&1 MyWebsite – Fees 25/7-25/10/15	£71.96	Direct Debit
11-08-2015	Princes Gate – water supplies	£11.88	
28-07-2015	A Phillips – Garden Shears for Park	£7.99	

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
31-07-2015	St Mary’s School – Grant	£200.00	CHQ100291
03-08-2015	Pater Hall Trust – Office Rent August	£583.34	
20-08-2015	West Wales Maritime Heritage – River Rally	£50.00	CHQ100292

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
24-08-2015	Pembrokeshire County Council – Precept 2 <sup>nd</sup> payment	£50,240.00

**SALARIES AND WAGES**

06/08/2015 – 05/09/2015	Salaries & Wages	£4,007.86
06/08/2015 – 05/09/2015	Tax and NI	£584.76
06/08/2015 – 05/09/2015	Pensions Contributions	£659.80

## **ACCOUNT BALANCES**

27-08-2015	HSBC Current Account	£76,225.11
27-08-2015	HSBC Premium Account	£22,404.33

It was

**PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor D Earl**  
**RESOLVED – That the Town Council approve payment of**  
**Accounts and Salaries and Wages as previously agreed.**

### **46. AGENDA/REPORT ITEMS FOR THE NEXT MEETING**

Councillor George asked for cards to be sent to Councillors Murton and Folland following their recent sickness.

### **47. COMMUNITY ISSUES**

Councillor Wilcox reported that there is to be a Pennar Fun Day on Saturday 5<sup>th</sup> September. The Pennar Hall has also received a £2,000 donation from the Royal Engineers.

Councillor Lee reported that the Wellington Street/Brewery Street land had been cleared.

The Town Clerk advised that a meeting will be held on 22<sup>nd</sup> September with Councillor J Nutting at the Pater Hall commencing 10am.

Councillor Goff commented that the white boards in the St Govan's Centre were much better looking.

Councillor Phillips mentioned that the shrubs around the library were in need of trimming and asked who was responsible for this? The shrubs in the Tesco car park are overgrown.

It was also mentioned that the potholes in Upper Meyrick Street were getting harder to avoid. The Town Clerk is to write to Council to ask about re-tarmacing and shrubs and also to Tesco.

The Town Clerk reported that work has commenced in Card Craft for the proposed move of the Post Office currently scheduled for October.

The Town Clerk asked for volunteers to help repaint the railings and bollards in Hobbs Point before the planned bungee jump. **Councillors M Colgan, A Lee and P Kraus volunteered.**

It was reported that the bungee jump, planned for 26<sup>th</sup> & 27<sup>th</sup> September, had only received 70 jumpers whereas 140 jumpers were needed.

### **48. MAYORS REPORT**

The Mayor had attended a number of events over the past month but stated that it was a poor turnout for the litter pick on 26<sup>th</sup> August as only 6 people attended. He also attended the recent arrival of the Hebridean cruise ship also came into dock on 30<sup>th</sup> August.

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