

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 2nd July 2015

PRESENT: Councillors M Colgan, D Earl, P Folland, P George, G Goff, P Gwyther, P Kraus, A McNaughton, J McNaughton, M Murton, S Perkins & J Phillips

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Kim Styles – Administrative Support Officer

9 APOLOGIES FOR ABSENCE

Councillors C Fortune, K Higgs A Lee and T Wilcox.

10 DECLARATIONS OF INTEREST

There were none

11 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

A representation was made regarding the sale of Llanion Woods (adjacent to Watersports). She reported that when this land was given to South Pems in 1979, it had been designated for leisure and recreational use. The gym had recently been dismantled by PCC on the grounds of health and safety, so as to stop any injuries. Llanion Woods had been very popular with local children. The sale of the property and land was through an agency based in Cardiff, there had been no public statement made regarding the sale.

The Councillors response was they were annoyed that they knew that the Watersports was up for sale but not the woods. Simon Hart MP has been contacted and he will be sent the information. It was questioned over the type of development - whether it will be used for housing? It was confirmed that it was to be sold as a going concern, with the Rights of Way to be confirmed. This item to be investigated further and reported back at a later meeting.

12 MINUTES OF 4th JUNE 2015

It was

PROPOSED by Councillor P Folland

SECONDED by Councillor M Murton

RESOLVED –That the Minutes of 4th June are adopted as a true record.

13 MATTERS ARISING FROM THE MINUTES OF 4th JUNE 2015

Item 160 – Church Street resurfacing works

The Town Clerk advised the Council that it had been confirmed that only the centre of the road was resurfaced as it was considered that the sides of the road were satisfactory. Councillor G Goff advised the meeting that the parking bays are in a poor state and could be considered dangerous. Town Clerk to go back to the County Council.

Item 179 – Hobbs Point Parking

Councillor S Perkins advised the meeting that Hobbs Point had now been withdrawn. Councillor M Murton mentioned that she had been made aware by a boat owner, that there was a charge to be made for boat owners using the car park for over 4 hours. Councillor S Perkins reiterated that Hobbs Point has been removed and that this was now closed.

Item 181 – Monies ring-fenced for Enterprise Shop Project

The Town Clerk confirmed that the Labour offices in Dimond Street (next to Select) were to be used by Communities First. It is currently under refurbishment but it is expected to be ready within the next week. This will be used throughout the Summer by various groups.

14 REPORT OF THE TOWN CLERK

26. Lighting for the Pump House

The Town Clerk reported that she had spoken to the electrician who does the Christmas lighting who had confirmed that it would be difficult to light the Pump House from the inside. She stated to effectively light the Pump House from the exterior of the building it would cost approximately £1000 for the equipment and work required. Discussion took place over the Conservation area, Health & Safety issues; it may become a target for anti-social behaviour? The possible effect of lights on cars approaching the roundabout? It was mentioned that due to the surroundings, the lights may only last 3-4 years. It was agreed further advice to be sought from Pembrokeshire County Council regarding permissions required.

27. Proposed Offices for Town Council

The Town Clerk stated that this item had been discussed at the last meeting. It had also been discussed at the Personnel Committee held earlier in the week. The Personnel Committee recommended that action was taken as soon as possible for the offices to be relocated to the Warrior Room as per the original plan, it had been agreed that the proposal to be put to the Pater Hall Trust, was that the whole of the Warrior Room could become under the control of the Town Council.

Photographs were then shown to all members of the Council of the existing facilities available to the staff. Councillor S Perkins mentioned that she considered that the current offices to be not fit for purpose. If we gave the offices back and took over the Warrior Room, staff would then have a better working environment. Lengthy discussion took place. Councillors D Earl and G Goff mentioned that the Council should not be discussing about the use of the room, as this should be down to the Pater Hall Trust, they should be concerned and discuss offices for their staff. Councillor A McNaughton addressed the Council to advise that there was legislation in place (Offices, Factories & Shops Act 1963) regarding working temperatures and the law requirements. It was agreed that the Town Clerk should write to the Pater Hall Trust with the proposals from the Town Council in order for an agreement to be reached as soon as possible.

28. Flowers in the town 2016

The Town Clerk highlighted to members that this item had previously been discussed. The Council agreed to keep main focal points for the town (e.g. Pump House, train station, Welcome sign, Llanion Cemetery Gate). The Council agreed that the flowers at the Cleddau Bridge were not required. Councillor J Phillips mentioned that there were flowers in Front Street and that maybe the numbers of floral tubs could be reduced?

The Town Clerk commented that she had been provided with costings from Pembrokeshire County Council for these areas to be planted but if the Town Council were to undertake these areas they would be required to go out to tender for the work to be completed.

29. Regeneration Town Manager

Councillor S Perkins asked for the information to be raised and confirmed that the information provided by Councillor Nutting was incorrect. It was stated that a Town Centre Manager would be employed in the North and South of the County, but it would be expensive.

Councillors who attended the recent meeting expressed concern that there were more members present from Pembroke than Pembroke Dock. For forthcoming meetings, the Council would like a balanced and official representation of numbers and that the group has to come up with a business plan. Councillor P George stated that she felt that Pembroke Dock were invited "as an after thought" as only received 2 days' notice prior to the meeting whereas Councillors in Pembroke has received notification 3 weeks prior to the meeting. No real agreement had been reached at the meeting attended by Councillor P George, Councillor M Colgan and the Town Clerk. It was agreed that no committee meeting was to be held until formally proposed.

30. Christmas Opening Hours

The Town Clerk advised the Council that the offices will be closed from Monday 21st December – reopening on Monday 4th January 2016.

It was

PROPOSED by Councillor M Colgan

SECONDED by Councillor A McNaughton

RESOLVED –That the Council offices be closed over the Christmas period.

31. Big Lunch Letter of Thanks.

A Letter of thanks had been received from the Big Lunch following their event held at the Pater Hall. It was reported that it had been very successful.

32. Town Trail

Councillor P Gwyther reported that Guy Anderson was continuing with this project. It was decided that this would now come under the banner of Regeneration.

33. Pembroke Dock Train Station

The Town Clerk reported that she was due to meet with a representative from Arriva Trains on Friday 10th July to discuss possible funding for flowers at the train station.

34. Finance Meeting

The date of the next meeting of the Finance Committee will be held on Thursday 16th July at 10am. All Councillors confirmed attendance.

35. First Group Funding proposal

The Town Clerk mentioned that this Group had advised the Council to apply for funding for projects that will be on benefit to the local rail services within Pembroke Dock. The Town Clerk stated that she had passed the information onto the Chair of the Regeneration Group for their comments. All proposals are to be forwarded by Friday 17th July.

15 SUPPLEMENTARY REPORT OF THE TOWN CLERK

36. Ombudsman Annual Report 2014/15

The Town Clerk reported that she had recently received this report and that it was available for anyone to view.

37. Town Clerk Annual Leave

The Town Clerk advised the Council that she would shortly be on leave and that the Deputy Town Clerk would be taking the next meeting on Thursday 30th July.

38. Remembrance Service

All Councillors were advised that a Remembrance Service was to be held for those affected by the devastation in Tunisia. The service will take place outside the library at 11.45am on Friday (3rd July) with a minute silence at mid-day.

39. Town Plan

This plan had already been discussed previously during this meeting.

40. Bungee Jump – Cleddau Bridge

The Town Clerk informed members that she had been approached by Pembrokeshire Council Council regarding a proposed Bungee Jump event which is to take place on the Cleddau Bridge. The Council considered this to be a good tourist attraction. However, concerns were raised on the following issues:

1. Health & safety issues regarding the number of people taking part and spectators
2. Traffic on the bridge – traffic flow reduced to one lane?

The Town Clerk to raise these concerns with PCC.

16 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

There were none.

17 REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Police Forum

Councillor M Murton reported that she had attended the recent meeting and the priorities were as previously discussed:

Antisocial behaviour – Minor damage had been reported but the main problem seems to be swearing and shouting.

Scam – Councillor Murton advised the Council that she had been made aware of a van with a salesman going around and appears to be stealing dogs.

Councillor M Murton finished off her report by mentioning the fire at Pennar School on the Wednesday morning (1st July). Access by the Fire Brigade had been hampered resulting in the firemen running some 100 yards with equipment as unable to get the vehicle into Owen Street.

Twinning

Councillor P George updated the Council after the Twinning meeting held on Monday (29th June). She reported that when the official invitation asks for 6 people, they will say that accommodation would be paid for and that any other people who would like to attend would be responsible for their own accommodation.

Festival

Councillor D Earl stated that everything was very successful following the kite festival held on 20th June.

Patient Participation Group

Councillor J McNaughton stated that she had been assisting with the reviewing and counting of the recent survey responses that had been received. To date, it was apparent that A&E were being abused and straining their services.

18 FINANCIAL REPORT

Date	Description	Amount	Payment Method
28-05-2015	Post Office – June meeting papers postage	£21.42	Debit Card
01-06-2015	Eurooffice – Stationery	£78.82	
02-06-2015	Princes Gate – water supplies	£21.02	
04-06-2015	Clarity Copiers – Photocopier	£45.58	
04-06-2015	A Phillips – Reimbursement – Memorial Park	£8.00	
04-06-2015	Post Office – stamps	£32.40	Debit Card

05-06-2015	SLCC – Membership Fees	£187.00	
18-05-2015	HVW – Workwear	£69.06	Debit Card
10-06-2015	Richard Mason Gardening Services – Floral Baskets	£2,294.00	Chq 100285
11-06-2015	Amazon – Bunting	£7.80	Debit Card
11-06-2015	Adept Dry Cleaners – Santa Suit	£39.80	Debit Card
15-06-2015	SWALEC – Old Pump House Electricity	£30.86	Chq 100286
15-06-2015	Tenby Observer – advertising fees	£48.00	

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

Date	Description	Amount	Payment Method
01-06-2015	Pater Hall Trust – Office Rent June	£583.34	
05-06-2015	Hasty Bite – “Big Lunch”	£100.00	Chq 100284
17-06-2015	Friendship Club Grant	£50.00	Chq 100287

ACCOUNT RECEIPTS

Date	Description	Amount
09-06-2015	J Phillips – Civic Dinner Guests	£219.15

SALARIES AND WAGES

06/06/2015 – 05/07/2015	Salaries & Wages	£4,123.93
06/06/2015 – 05/07/2015	Tax and NI	£649.04
06/06/2015 – 05/07/2015	Pensions Contributions	£682.32

ACCOUNT BALANCES

25-06-2015	HSBC Current Account	£41,775.16
25-06-2015	HSBC Premium Account	£22,402.22

It was

PROPOSED by Councillor J McNaughton
SECONDED by Councillor M Murton
RESOLVED – That the Town Council approve payment of Accounts and Salaries and Wages as previously agreed.

19 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

It was agreed that the Llanion Woods/Watersports be discussed at the next meeting.

20 COMMUNITY ISSUES

Councillor P Folland commented that she was pleased to see that there is a fresh grocer in the town, on the corner of Dimond Street/Lewis Street.

Councillor P George said that congratulations should be extended to the Town Clerk for the organisation of Armed Forces Day. It had been a very successful day.

Councillor Gwyther mentioned that there is to be a Fun Day held in Pennar on Saturday 4th July from 12-4pm.

Councillor S Perkins expressed thanks to Councillor P Gwyther and the Sea Cadets who helped with the setting up on gazebos on the "Fun in the Park". She would like a letter of thanks be sent to the Sea Cadets on behalf of the Council.

Councillor G Goff said that 3 residents had made him aware of rubbish outside 16 Lewis Street and has been for some time.

He also mentioned that when recently visiting the Heritage Centre, they were asked to pay the £4 entrance fee before using the coffee shop. He questioned why this was the case, as surely this would result in a loss of revenue. The Town Clerk confirmed that this was to do with licensing as they were not allowed to sell beverages/refreshments solely.

Councillor J McNaughton asked what was happening, if anything, regarding the green space in Queen Street. The Town Clerk advised that there had been no further consultation from Pembrokeshire Housing Association on this matter but the Council were advised that the Rules for a village green had recently changed and had become very complicated.

21 MAYORS REPORT

The Mayor read the report of his attendances for May and June as he was not present at the June meeting. He also mentioned that on 18th July there will be a litter pick in the town. He finished his report by advising the Council that he has been pledged £1,000 to abseil down Pembroke Castle dressed as Henry VIII.

At this point, Councillors P Folland and M Murton left the meeting.

22 PRIVATE AND CONFIDENTIAL

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor G Goff

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.

3. Minutes from the 4th June 2015 Meeting

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor P Gwyther

RESOLVED – That the Private and Confidential Minutes of 4th June 2015 are adopted as a true record

There being no further business the meeting closed.