

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 30th July 2015

PRESENT: Councillors G Goff, P Kraus, A Lee, A McNaughton, M Murton and J Phillips

IN ATTENDANCE:

Amanda Dillaway – Deputy Town Clerk

Kim Styles – Administrative Support Officer

23 APOLOGIES FOR ABSENCE

Councillors M Colgan, D Earl, P Folland, C Fortune, P George, P Gwyther, J McNaughton & S Perkins.

24 DECLARATIONS OF INTEREST

There were none

25 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were none.

26 MINUTES OF 2nd JULY 2015

Deputy Town Clerk mentioned that Councillor P Folland had pointed out that in item 20 (page 22) it should read “fresh *green grocer*”.

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor G Goff

RESOLVED –That the Minutes of 2nd July are adopted as a true record.

27 MATTERS ARISING FROM THE MINUTES OF 2ND JULY 2015

Item 13 – Church Street resurfacing

Town Clerk reported that the Pembrokeshire County Council (PCC) had confirmed that the road was considered in an acceptable condition. Councillor Goff mentioned that the road started to look bad in certain areas. The Parking bays in the past had been built up to make a channel along the side of the road. Residents were at the time told to remove their cars under the impression that the whole road was to be re-surfaced. There are still problems with the road.

Councillor Murton also mentioned that there were potholes elsewhere in the town that once they had been filled, they were back to their original state after a week due to the fact that they are only being “patched up”.

Item 29 Regeneration Town Manager

Town Clerk reported she had contacted Councillor Nutting and that she will be arranging the next meeting once Councillor Nutting’s feedback had been received. There would also be a further meeting to be held with members of the Regeneration Group to discuss a Town plan. Nominations were requested from Councillors to attend.

Pop up Shop 42 Dimond Street

Councillor Murton mentioned about the use of the shop. She said that Council’s money had been put into the shop and it was not being used. Councillor Lee mentioned she was under the impression that the shop was booked. Councillor Murton said that before the Town Clerk went on leave, she had received enquiries following a post on our Facebook page. It was advised that Communities First have criteria to fulfil in order for people to use the shop. It was stated that people were prepared to share the shop.

Councillor Kraus asked that as the Council had paid the rent, would we have a say in who was to go into the shop. Town Clerk confirmed that it was Communities First who had the right for the decision. They had been asked to provide a list of users before she left on leave but to date, this had not been forthcoming.

Councillor Murton requested that the money be withdrawn from the shop as it is not being utilised as originally understood.

Councillor Goff stated that £3,000 had been previously agreed however, the payments showed an additional payment in respect of broadband line and signage. Town Clerk to check where the money had been allocated to.

It was commented that Communities First seem to be advising some interested parties they are unsuitable or do not meet the criteria of going into the shop. It was proposed that the Town Clerk write to Communities First requesting to know what the criteria is, why the shop is empty and the plans for the remaining time on the tenancy.

PROPOSED BY Councillor A McNaughton

SECONDED BY Councillor A Lee

RESOLVED – Town Clerk to write to Communities First regarding the criteria required for possible tenants of the shop

Item 27 Proposed Town Council Offices

Councillor Goff reported that there were empty spaces/outlets in the town so why were the Council intending to stay and use the Pater Hall? Councillor Lee mentioned that the Council should be looking for alternative premises. It was agreed by all present that this matter be further discussed at the next Council meeting in September. The Deputy Town Clerk stated that the subject was within the Town Clerk's report later in the Agenda for further discussion.

St Mary's School – arising from June minutes

Deputy Town Clerk reported that another letter had been received from the School requesting picnic benches or seats for the playground. Councillor Phillips stated she thought it had been decided nothing was to be given to schools, however it was commented that donations had been given to other schools. Councillor Kraus proposed £200 be given to the school.

PROPOSED BY Councillor Kraus

SECONDED BY Councillor Goff

RESOLVED That the sum of £200 is paid to St Mary's School under the Power of Wellbeing Local Government Act 2000,s.2

A vote took place with 4 Councillors voting for the donation and 2 against.

28 REPORT OF THE TOWN CLERK

41. Lighting for the Pump House

Following the last meeting, the Town Clerk reported that PCC had been contacted and they had confirmed that lighting of the Pump House could cause some issues as it is sited on a main highway for Pembroke Dock.

If the building was to be lit from the inside it would have to be done to ensure that users of the highway were not affected with low wattage lighting. If lit from the outside planning permissions would be required with all details of equipment to be used provided.

Councillor Lee said that for the time being, this matter be put on hold.

Councillor Phillips would like to contact the electrician regarding issues on the lighting.

42. Milford Havens 2014 Business Review

Town Clerk reported that a copy of the above report had been received for any Councillor to view the document if wanted.

43. Proposed Town Council Offices

The Town Clerk reported that the Pater Hall Trust had recently met and discussed the proposals put forward by members at the last meeting of the Town Council. The Trust had commented that it would be difficult for sole use of the room to be given 24/7 to the Town Council but they would be willing for the room to be sole use of the Town Council during the opening hours that we run.

The Town Clerk felt that this proposal would be acceptable as this would mean minimal disruption to the office and leave the room available for any Town Council meetings that took

place. Members' comments were requested. Along with his comments made earlier in the meeting under Matters Arising, Councillor G Goff further stated that the current facilities are inadequate but he has concerns whether the new facilities will be adequate for the staff and the Town Council. The Deputy Town Clerk stated that a draft plan of the space showed the provision of toilet facilities within the proposed office space. It was commented that specific timescales for the completion of the project need to be advised to the Town Council and it would not be acceptable to be told "within 12 months" again. Councillor A McNaughton stated that as tenants of the Trust the Town Council should expect offices that are legal and, as he mentioned at the last meeting, the current facilities do not meet the Offices, Factories and Shops Act. Councillor McNaughton further stated that we should expect the new offices be completed by Christmas at the latest. Councillor M Murton stated that the works needed to be completed as soon as possible before the colder weather returns.

It was commented again by a number of Councillors present that the Town Council would still be left with no formal Chamber for meetings and to invite members of the public – the Town Awards being a recent example.

Councillor J Phillips stated that the building works for the wall were commencing in August. It was questioned at this point whether the tender process had therefore been completed already?

At this point it was requested that the Town Clerk write to the Trustees and request a full and proper update on the project including who is doing the work and how the decision to appoint the contractors was arrived at.

44. Llanion Woods- Sale of Water sports Centre

PCC had been contacted to identify the situation with the public rights of way. Still awaiting a response. Councillor M Murton reported that she was annoyed that it was for sale in a Cardiff agency.

45. County Farm Estate Review

PCC intend to review its County Farm Estate. The review followed a previous study undertaken by the Councils Economy Overview and Scrutiny Committee in 2012 and sat in the context of both the Councils support for the rural economy and its medium term financial plan budget reduction agenda. A copy of the report along with a questionnaire had been included with members' papers. There would be a number of consultation events held in the near future. It was asked whether members wished to respond to this. It was decided that members should wait for the consultations to take place as their lack of knowledge in this area made it difficult to answer the specific questions included in the information received from PCC.

46. Spontaneous Events

PCC in conjunction with the Police and its other partners, are publicising how they are approaching the issue in Pembrokeshire. Members of the community are encouraged to act quickly and contact the police or PCC if there is anything suspicious taking place.

47. Pembroke Dock Train Station

The Town Clerk met with the Community Affairs Manager Geraint Morgan of Arriva trains on Friday 10th July to agree improvements at Pembroke Dock Train Station. It was agreed that Arriva would look to fund some of the materials to tidy up the station with the area at the furthest point of the platform being landscaped with flower borders being installed and flower tubs in other areas of the station. They would however be looking for some Volunteers to assist with the works. It is anticipated that if all funds can be agreed the works will commence on the landscaping sometime in September.

The roof of the station had also been discussed as it looks to be in a poor state, it was agreed Arriva would contact network rail to work with them for the roof to be revamped.

At the Council meeting held on Thursday 4 June 2015, it stated that *“It was further commented that Pembroke Town Council had taken on themselves to provide floral displays at the station within Pembroke and these were tended by some of the Town Councillors.”*

The Community Affairs Manager Geraint Morgan wished to correct this by stating that the planters and soil at Pembroke station were funded by Arriva Trains Wales – a total of approximately £450. The plants were funded by the Town Council.

Councillors stated this was good news and that the plants should be done in early 2016 with perennial plants. Councillor Kraus mentioned that when tourists arrive by train, he feels embarrassed by what they see on their arrival.

48. Financial Risk Assessment

As part of the internal Audit recommendations, this document had been reviewed; a copy of the proposed document had been included in member’s papers for agreement. The Risk Assessment had been revamped to include more information on the actual assets of the Town Council. Those present agreed the revised document.

49. Financial Regulations

As part of the internal Audit recommendations, this document had been reviewed; a copy of the proposed document had been included in member’s papers for agreement. The Deputy Town Clerk stated that item 10.2 had been removed as the Council do not take in enough orders throughout one financial year to warrant holding a tender/order book. Those present agreed the revised document.

50. Temporary Road Closure – Llanion Cottages

The Council were advised that there was to be a temporary road closure at Llanion cottages, from its junction with the access to the properties 15/16 Llanion Cottages, south to its junction with the right of way at birdcage walk. The work in the area would commence at 23.20 hrs on Saturday 8th August until 09.00am on Sunday 9th August.

29 SUPPLEMENTARY REPORT OF THE TOWN CLERK

51. Trunk Road Agency – notification of temporary speed limits and prohibition of overtaking

Deputy Town Clerk stated that notification had been received of upcoming mobile roadworks between Waterloo Roundabout and Carew Roundabout. The proposal would be to provide temporary 10 mph speed limit for convoy working and a 40 mph limit and prohibition of overtaking to protect workforce. Work is programmed for Autumn 2015; however this may be subject to change.

52. Planning Aid Wales Planning Workshop

Deputy Town Clerk reported that a free planning workshop for Town and Community Councillors would take place at County Hall on 9th September. Councillor G Goff volunteered to attend.

30 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

There were none.

31 REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Police Forum

Councillor Murton reported that the next meeting was 5th August.

32 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
23-06-2015	A Phillips – purchases of cable ties & hammer	£28.22	
23-06-2015	Tiger Lily's	£30.00	Debit Card
25-06-2015	Post Office – July meeting papers postage	£13.32	Debit Card
02-07-2015	A Phillips – expenses as above	£7.00	
02-07-2015	SWALEC – electricity for Albion Square	£29.76	Chq 100288
08-07-2015	Postage stamps	£27.00	Debit Card

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

Date	Description	Amount	Payment Method
01-06-2015	Pater Hall Trust – Office Rent July	£583.34	
17-06-2015	Friendship Club Grant	£50.00	Chq 100287
06-07-2015	Rent for 42 Dimond Street	£2,975.00	
08-07-2015	T France Carpentry - Signage for 42 Dimond St	£90.00	Chq 100289
20-07-2015	Broadband & line for 42 Dimond St	£90.00	Chq 100290

SALARIES AND WAGES

06/07/2015 – 05/08/2015	Salaries & Wages	£4,362.53
06/07/2015 – 05/08/2015	Tax and NI	£672.36
06/07/2015 – 05/08/2015	Pensions Contributions	£718.84

ACCOUNT BALANCES

23-07-2015	HSBC Current Account	£33,623.65
23-07-2015	HSBC Premium Account	£22,403.26

It was

PROPOSED by Councillor G Goff

SECONDED by Councillor A Lee

RESOLVED – That the Town Council approve payment of Accounts and Salaries and Wages as previously agreed.

33 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Discussion regarding the proposed Town Council offices.

34 COMMUNITY ISSUES

Councillor Lee raised the issue of St Andrew's Church in Bush Street. She understood that it had been bought by an individual – Councillor Kraus confirmed that it was currently on hold as they had been advised by the Church in England that they were not to remove the pews. Still ongoing discussions regarding sale.

Councillor Murton raised the issue of parking in Bush Street/ Clarence Street. She stated that the problem had got worse as holiday makers using the old Co-op building (bed & breakfast) were parking in and around as they would otherwise be charged extra for using the underground parking associated with the building.

It was requested that the Town Clerk write to request the owner encourage his visitors to park more considerably around the area of the Co-op building.

Councillor Goff mentioned that there were overgrown areas as the bottom of Lewis Street and Queen Street/Park Street which require attention. He also asked to look into the sweeping of the footpath between St Govan's Centre and Gordon Street as a resident is currently sweeping the road himself.

Councillor Phillips asked that the two lamps at the entrance to the Dockyard are relit. Councillor Phillips was requested to obtain the lamp reference numbers in order for them to be reported to PCC.

Councillor A McNaughton mentioned that a steam train will be coming to Pembroke Dock from Bristol Temple Meads on 23rd August, arriving at 1455 and departing at 1510.

Councillor P Kraus stated that another litter pick event would be organised in August and it would be good to see some involvement from Town Councillors where possible.

Councillor P Kraus stated that the boatyard in Front Street would be finally opening to the Public on 6th August, with a preview event on 4th August. Everyone involved in the project had worked very hard to get it finished in time.

Councillor P Kraus mentioned that a charity golf day is to be held at South Pembrokeshire Golf Club on 26th August for the Alzheimer's charity. Cost is £5 per ticket.

35 MAYORS REPORT

The Mayor read the report of his attendances for July.

Saturday 4th July – Pennar Fun Day

Sunday 5th July – Milford Haven Civic Service

Wednesday 15th July – Beating the Bounds, Haverfordwest

Friday 17th July – 100th birthday celebrations for J Mathias, Wellington Street

Sunday 19th July – Narberth Civic Service

The Mayor reported that he was attending the Quins Carnival on 1st August and that he would like everyone to come along and join in.

There being no further business the meeting closed.