

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 16th June 2016

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

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Hart – Administrative Support Officer

22 APOLOGIES FOR ABSENCE

Councillors P Folland, K Higgs, P Kraus and S Perkins.

23 DECLARATIONS OF INTEREST

None

24 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Recycling Centre - Waterloo

Mrs G Butland and Residents of Waterloo Pembroke Dock who have lived there for as long as 42 years attended the meeting to raise their concerns regarding the operation of a recycling centre near their properties.

Concerns raised were:-

- Noise issues as site is worked all hours crushing vehicles and it is affecting quality time in their homes
- Vehicles parked on Main Road with no Road Tax or MOT.
- Contamination e.g. Fumes when vehicles are crushed.

Council Members discussed these issues with the residents.

Mental Health Forum

Matthew Watkins attended the meeting to give an insight of a new group that had been formed to help Mental Health issues within youngsters.

A meeting had taken place at the Cleddau Bridge on Friday the 11th June with 70 people in attendance. Mr Watkins stated that he was disappointed that the Local Health Board would not attend due to media presence.

The Group's Intentions are to:-

- Provide a port of call for children in full time & further education with any mental health issues they may have.
- Arrange a counselling app so that children can talk to a support team in confidence.

Council members were appalled at the lack of representation from Pembrokeshire County Council and Pembroke School. The Mayor Councillor Maureen Colgan advised that she would be arranging a meeting with the Headmaster of Pembroke School to discuss the matter.

25 MINUTES OF 19th May 2016

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor G Goff

RESOLVED - That the Minutes of 19th May 2016 are adopted as a true record.

26 MATTERS ARISING FROM THE MINUTES OF 19th May 2016

Item 14 (1)

Councillor Gwyther commented how he had contacted Pembrokeshire County Council with regards to pavement conditions in the town e.g cigarette ends. He was advised that his concerns would be forwarded onto the relevant person, and they would contact him. Councillor Gwyther had not been contacted.

The Town Clerk asked Councillor Gwyther for the contact details as she would pursue this matter. Councillor Gwyther questioned if a letter had been sent to Businesses regarding the pavement issues. The Town Clerk advised that this letter had been sent.

Item 14 (8)

Councillor Gwyther commented that new play equipment had been installed at the Rifleman Field Haverfordwest, and as Haverfordwest Town Council were not liable for the maintenance of the equipment, he felt that our ratepayers were not being treated fairly.

Councillor Murton asked what the situation was regarding the roof on Pembroke Dock Railway Station. The Town Clerk stated that she had been in contact with Network rail and Arriva regarding the roof and was awaiting further information.

27 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

12 Pembroke Dock Train Station

The Town Clerk and Councillor Earl had attended an adopters meeting with Arriva Trains on Wednesday 25th May. The meeting was very informative with a number of other station adopters from Pembroke Dock to Carmarthen attending.

Arriva trains had kindly provided 2 planters on the station platform and as Pembroke Dock Town Council are also looking to form a group of volunteers to clear weeds from other areas of the platform with the hope of having some raised flower beds, the Town Clerk asked if any Members knew of anyone who would be interested in assisting with the weeding and caring of the flowers etc then, please could they get in contact, any contribution would be gratefully received.

Arriva had presented a number of ideas which other stations had taken on board such as an interpretation board which can give information about the town as well as historical information for the area. The Town Clerk had therefore, contacted the Regeneration group to see if they would be interested in contributing to the cost of a board for Pembroke Dock.

Arriva informed them that in Pembroke Dock there had been a new hump installed to make accessing the train easier. The Town Clerk stated that she would be contacting Arriva regarding the sourcing of another bench for the platform.

Town Council Members raised concerns about the dangerous condition of the roof at Pembroke Dock Train Station. The Town Clerk advised Members that Network Rail who are responsible for the Station roof had been contacted but had not received a response.

The Town Clerk commented that Members should already be aware the traffic light system is up and running on Water Street which is traffic sensored so will only go red if there is a car waiting at the new junction.

Town Council Members all agreed that a sign was needed to show details of the footpath between the Station and the Bus Interchange.

The Town Clerk commented that Edwards Coaches are including the bus interchange as part of their bus route.

13 SLCC Membership

The Town Clerk stated that the membership for SLCC is now due for renewal; the membership will be £210 for the year. SLCC provides invaluable support with up to date information and templates which helps when dealing with any issues which the council may be facing, and asked for Member's agreement to renew the membership for 2016/2017.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor G Goff

RESOLVED – That the SLCC membership should be renewed for 2016/2017 at a cost of £210

14 Pembrokeshire Coast National Park Authority – Local Development Plan Review

Councillor Wilcox declared an interest in this item

Information had been received from the above organisation with regards to the Local Development Plan Review, they have provided an information pack to help communities develop their understanding of the Local Development Plan review process and to identify useful sources of further information.

They hope to hold a second phase of workshops with Town and Community Councils in early 2017 in order to develop the plan further.

15 Mayor & Deputy Mayor Allowances

At the last meeting of the Town Council the Mayor & Deputy Mayor Allowances were raised, since this meeting the Town Clerk had received an email stating that it is now a statutory requirement that all councils publish and report annually to the Independent Remuneration Panel for Wales on allowances and expenses payable to Community & Town Councillors. These forms are required to be published on the Town Council website and noticeboard.

Councillor J McNaughton requested a copy of the form.

The Town Clerk stated that it was questioned at the last meeting how much allowance other Town Councils provide to their Mayor & Deputy Mayor, and, therefore had spoken with Pembroke, Tenby and Milford Haven and their Mayor & Deputy Allowance are as follows:

| Town | Mayor | Deputy Mayor |
|---------------|--------------|---------------------|
| Pembroke | £2400 | £400 |
| Milford Haven | £3500 | £400 |
| Tenby | £2500 | £0 |

The Town Clerk asked for Members' Comments'.

Town Council Members had a discussion on how and what the allowances should be spent on and, were very concerned that Councillor Peter Kraus had not submitted any receipts to cover his allowance during his Mayoral Year.

All those present decided that Councillor Kraus should review the events that he had attended to try and determine how the allowance was spent.

A meeting would also be set up with the current Mayor Councillor Colgan, the Town Clerk and Councillor Kraus regarding this matter.

16 Pater Hall Office Rental

The Town Clerk stated a meeting had taken place with the trustees of the Pater Hall regarding the new lease and rent for the new offices. A discussion took place regarding the lease which would be forwarded onto the Town Clerk once the rental figure had been agreed; this would then be sent to corresponding solicitors for agreement. The sub lease would be for 15 year term which will run the same as the lease for the building. The sub lease would also have 3 year break clause and every 3 years thereafter.

The figure initially proposed by the Pater Hall Trust was £7,500 per annum this figure included, Electricity, Building Insurance, Water, Gas & Storage within the small gated area in cellar. After further discussion it was proposed by the Pater Hall Trust that the figure of £7,250 per annum was presented to Full Council.

The Town Clerk asked for Members comments and had provided them with a copy of the Pater Hall Trust's accounts for year ending 31st March 2016.

Councillor Goff commented that he was concerned about entering a 15 year lease.

Councillor J Mc Naughton had 2 No. questions regarding entries on the Pater Hall Trust Accounts

1. Major Building Works at the Pater Hall of £9762.94. Councillor Gwyther advised that The Pater Hall Trust had withheld a 5% retention fee for snagging fees re: the front of the building & planning fee for new offices.
2. Balance in Deposit Account of £2753.46 as concerned that the Trust would not have enough funds to contribute towards the cost of the new offices.

Councillor J McNaughton proposed that building works were suspended until the Pater Hall Trust could confirm that they had sufficient funds to contribute towards the new build.

Councillor Lee suggested that procedures should carry on with regards to the building works, but, agreed with Councillor McNaughton that no works on the building should commence until confirmation had been received from the Pater Hall Trust.

It was

PROPOSED by Councillor J McNaughton
SECONDED by Councillor A McNaughton
RESOLVED - That no building works commence until The Pater Hall Trust have the available finances confirmed for the cost of the building works.

Councillor Gwyther stated that the Pater Hall Trust are awaiting an Insurance Claim payment which would be used to pay their contribution towards the building costs, as was always the case.

The Town Clerk commented that the lease agreement needed to be agreed, and Councillor Wilcox suggested that a 1 year break clause would be more appropriate.

After a discussion between Members a decision was made regarding the rent for offices at the Pater Hall.

It was

PROPOSED by Councillor T Wilcox
SECONDED by Councillor A McNaughton
RESOLVED – That Pembroke Dock Town Council agree the sum of £7250.00 for office rent per annum to be paid to the Pater Hall Trust once the offices at the Pater Hall are occupied by the Town Council.

17 Event Parades within Pembroke Dock

The Town Clerk had been working with Pembroke Town Council with regards to the planning of Armed Forces Day, which Pembroke were arranging but planned to hold it in Pembroke Dock this year for a number of reasons. There had been issues surrounding the managing of the Parade which was normally managed by the Police due to the presence of military personnel, but even after applying for the relevant road closures the Police were now unable to assist with this, and, therefore required 12 volunteers to assist with managing the traffic for the Armed Forces Day parade.

This had since raised a number of questions regarding the volunteers who would be taking on the role, for example; do they need training? If something goes wrong who is responsible? Would the event organiser require insurance to ensure they are covered for the parade? When there are children involved in the parade should all volunteers be DBS checked?

The planning of parades already takes a lot of time and effort of staff (even working weekends) to arrange and manage.

The parades which currently take place and are managed by the Town Council are

- Mayoral Civic Parade
- Armed Forces Day
- Remembrance Day

The Town Clerk asked if members wished to continue holding the above parades and if so asked for at least 6 volunteers for the Armed Forces Day parade.

Council Members had a discussion regarding this but no definite decision was made. Councillor T Wilcox commented that the Town Council should write to the Police & Crime Commissioner regarding the Police not being able to assist at Parades.

Councillor Wilcox left the meeting at 8pm

18 Parking at St Govans Centre

Councillor Goff had asked for this item to be raised for discussion, as he had received concerns from members of the Public regarding the parking outside St Govans Centre.

The Town Clerk stated that as the land was privately owned, a letter would be sent to St Govans Centre.

19 Town Council crests of gates of Pater Hall

Councillor Gwyther had asked for the above item to be raised for discussion. The Town Clerk stated that Signspeed and In-print had been contacted for a quote to have the crests put onto the gates.

A quote had been received from In-print who stated that they would be able to put a transfer onto the gates for £120.

Councillor Gwyther commented that he would ask Mr G Lewis for a quote.

20 Website hosting for community groups

Councillor Gwyther had asked for this item to be raised for discussion at this meeting.

Councillor Gwyther commented that website hosting should not be supported by Community Groups i.e Pennar and Bufferland Residents Association and a link for this Community Group should be included on the Pembroke Dock Town Council Website.

Council Members all agreed.

It was

**PROPOSED by Councillor P Gwyther
SECONDED by Councillor J McNaughton
RESOLVED – That Pembroke Dock Town Council include a
link for Pennar & Bufferland Residents Association on
their Website**

21 Funding Request

The Town Clerk had received a request from Shelter Cymru who has helped around half a million people in Wales who were at risk of homelessness or living in bad housing. In 2015 they held funds of £957,337.

This request was discussed but unfortunately the Town Council were unable to help as the application fell outside the remit of the Town

22 Regeneration projects

The Regen group have been discussing a number of projects which they are progressing for the town and, have asked for funding assistance for 2 of the projects. The projects are as follows:

1. Interpretation board at the train station – This is a board which will be located at the station which provides information about the town to visitors to the town, it is hoped that the board will be tied in with the second phase of the town trail. Arriva trains have provided costings which will be £1500 for a pole mounted panel. The regen group have agreed to fund 50% of the costs.
2. Kinetic sculpture – A gentleman called Ivan Black has agreed to produce a large kinetic millennium sculpture for the town normally the structures cost £30,000 + but he has agreed to make a sculpture for £5,000. The regen group have asked if the town council would consider financial support, they have asked for £2,500.

The Town Clerk stated that there is £6,000 in the budget for regeneration and, asked for members' comments' on this application.

Members all agreed that they should support the Interpretation Board project and, £750.00 should be released from the Regeneration budget.

More information is required with regards to the Kinetic Sculpture before financial support could be considered.

23 Mid and West Wales Fire and Rescue Service AGM

The Town Clerk had received the presentation which was recently given at the Mid and West Wales Fire and Rescue Service AGM the presentation provided information on their performance over the previous year and, advised the information was available to view.

24 Armed Forces Day

The Town Clerk advised that Armed Forces would take place on Saturday 25th June, the parade would commence from Pembroke Dock Community School car park and parade along Bush Street to the Garrison Chapel. There are a number of standards who are attending from Llanelli to join the parade and Councillor David Boswell has suggested a small buffet is put on for all who attend. The buffet will cost £100 with Pembroke and Pembroke Dock sharing the cost of the buffet.

Members all agreed to donate £50.00 towards the buffet.

It was

PROPOSED by Councillor A Lee
SECONDED by Councillor G Goff
RESOLVED – That Pembroke Dock Town Council donate
£50.00 towards a buffet under Local Government Act s,2.

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

25 Pembrokeshire County Council – Budget 2016-2019

The Town Clerk stated that information had been received from Pembrokeshire County Council regarding the budget forums which they held last year, within the document they inform of the action which is taking place from the answers which they received within these forums.

The Town Clerk had included a copy of this information for Councillors.

26 Open Space AGM

The Town Clerk had received notification that the Open Space society AGM would be taking place on Thursday 7th July 2016, in London .and, If anyone would like further information please get in contact.

27 Planning Applications

The Town Clerk advised the Town Council had received a planning application which requires to be commented by members as the Planning meeting was not quorate. We have increased the number of councillors on the group to ensure that majority of meetings are quorate, we are constantly receiving very late apologies or no apologies at all. We have deadlines which we are required to meet in order for the Town Council to comment sufficiently on each application so it is difficult for meetings to be re arranged. If the attendance of this committee continues to remain very poor I have no choice but to bring all planning applications back to each full council meeting for consideration.

The Town Clerk asked for members' comments, and it was agreed that in future rules should be adhered to. The Town Clerk stated that due to poor attendance at the last Planning meeting Members would have to consider the Planning Application detailed below at this meeting.

Application number 15/1266/PA

| | | | |
|------------|--|----------------|-------------|
| Proposal: | The retention of mixed use of land and buildings as a waste transfer / recycling centre and the parking of heavy goods vehicles. | | |
| Site | Highway House, Ferry Terrace, WATERLOO, Pembroke Dock, Pembrokeshire, | | |
| Address: | SA72 6TY | | |
| Grid | 197729-203684 | | |
| Reference: | | | |
| Date | 06-Jun-2016 | Last Date for | 01-Aug-2016 |
| Received: | | Determination: | |

Council Members discussed the application and by a unanimous decision it was decided not to support Application 15/1266/PA.

29 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

A concerned resident had contacted a Town Council Member with regards to the poor state of Waterloo Roundabout The Town Clerk was asked to contact the Trunk Roads Agency regarding this matter.

The Mayor had been approached about reinstating the Pennar Bus Route. The Town Clerk would contact the Highways Department at Pembrokeshire County Council to discuss this matter.

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

Police Forum Meeting

Councillor Murton attended this meeting on 1st June 2016.

Matters discussed were:-

- More drivers had been prosecuted for driving with no insurance.
- Speeding figures for June at Treowen Road Pembroke Dock.
- Parking and Dog Fouling Issues

The Police also commented how there was a good attendance from Pembroke Dock Town Council at every meeting.

Power Station Liaison Meeting

Councillor Colgan attended this meeting and was advised that Pembroke Dock Town Council could apply for a grant of £250.00 - £300.00 to donate to a Charity of their choice.

31 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

| Date | Description | Amount | Payment Method |
|-------------|--|---------------|-----------------------|
| 03.05.2016 | BT – Telephone Bill – 01646 684410 | £145.87 | |
| 12.05.2016 | Postage – Meeting Papers | £22.86 | Debit Card |
| 18.05.2016 | Pembs County Council – Phone Charges | £24.88 | |
| 18.05.2016 | E Dreams – Re: Bergen Trip | £213.92 | Debit Card |
| 20.05.2016 | Princes Gate Water – Spring Water/Bottle Dep | £11.88 | |
| 26.05.2016 | Postage - | £2.81 | Debit Card |
| 26.05.2016 | Fastnet Ltd – Street Cleaning – w/e 17.04.16 | £293.58 | |
| 26.05.2016 | Fastnet Ltd – Street Cleaning – w/e 15.05.16 | £293.58 | |
| 22.05.2016 | Fastnet Ltd – Street Cleaning – w/e 22.05.16 | £293.58 | |
| 01.06.2016 | Pater Hall Trust – Storage Rental | 150.00 | |
| 02.06.2016 | Clarity Copiers –Printing Charges | £17.22 | |
| 05.06.2016 | Pembs County Council – Office 11 Rent Charge | £298.80 | |
| 06.06.2016 | Fastnet Ltd – Street Cleaning – w/e 20.03.16 | £293.58 | |
| 06.06.2016 | Fastnet Ltd – Street Cleaning – w/e 08.05.16 | £234.17 | |
| 06.06.2016 | Pater Hall Trust – Pater Hall Hire Charges | £496.50 | |
| 06.06.2016 | Wilkos- Cable Ties – Hanging Baskets | £0.44 | Debit Card |
| 09.06.2016 | Team Strides Ltd | £190.74 | |

PAYMENTS PREVIOUSLY AGREED eg, Grants, Section 137 payments, allowances etc

| Date | Description | Amount | Payment Method |
|------------|----------------|----------|----------------|
| 24.05.2016 | Joint Twinning | £2000.00 | |

ACCOUNT RECEIPTS

| Date | Description | Amount | Payment Method |
|------|-------------|--------|----------------|
| | | | |

SALARIES AND WAGES

| | | |
|-------------------------|----------|----------|
| 06.05.2016 – 05.06.2016 | Salaries | £3294.08 |
| 06.05.2016 – 05.06.2016 | Tax & NI | £ 778.07 |
| 06.05.2016 – 05.06.2016 | Pensions | £ 703.30 |

ACCOUNT BALANCES

| | | |
|------------|-----------------------|------------|
| 09.06.2016 | HSBC Business Account | £64,956.59 |
| 09.06.2016 | HSBC Premium Account | £22,415.38 |

It was

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

32 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Councillor Peter Kraus' lack of producing receipts during his role as Mayor.

33 COMMUNITY ISSUES

The Town Clerk commented how the Skateboarding Competition in the Memorial Park on the 12th July 2016 was a great success

34 MAYOR'S REPORT

The Mayor confirmed it had been a busy month and she had attended the following events:

- Saturday 7th May – Pembroke Mayor Making Civic Ceremony/ Service.
- Sunday 8th May – Pembroke Dock Mayor Civic Service.
- Wednesday 11th May – Meet & Greet Crew Ship Port of Pembroke
- Saturday 14th May – Town Crier's Celebrations Newport Pembs.
- Thursday 19th May – Buckingham Palace.
- Wednesday 8th June – Power Station Forum Meeting.
- Sunday 12th June – Party in Park
- Monday 13th June – Pembrokeshire Cub & Scouts AGM and presented the Chief Scouts Award.

There being no further business the meeting was closed.