

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 6th October 2016

PRESENT: Councillors J McNaughton, G Anderson, D Earl, P George, P Kraus, A Lee, A McNaughton, M Murton, J Phillips, T Wilcox

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Amanda Hart – Administrative Support Officer

64 APOLOGIES FOR ABSENCE

Councillors M Colgan, P Folland, G Goff, K Higgs, S Perkins.

65 DECLARATIONS OF INTEREST

None

66 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None

67 MINUTES OF 8TH SEPTEMBER 2016

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor A McNaughton

RESOLVED - That the Minutes of 8th September 2016 are adopted as a true record.

68 MATTERS ARISING FROM THE MINUTES OF 8TH SEPTEMBER 2016

There were no matters arising.

69 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

51. Remembrance Services and Parades

The Remembrance Services for Pembroke Dock are the following

Friday 11 th November	Freshwater West	11am
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Saturday 12 th November	Military Cemetery	3pm
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Sunday 13 th November	St Johns Church	3pm
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There will be no parade this year, as we do not have a band or parade marshal.

52. Smoke Free Zones – Memorial Park

The Town Clerk stated that Communities first had been in contact regarding a project which they are currently working on which is Smoke Free Zones in public areas. They had asked if signage could be erected in the play areas which are run by the Town Council in the Memorial Park. The signage is to raise awareness rather than to be enforced so there will be no enforcement upon offenders.

Members agreed to the signs being erected.

53. Visit to Waste Facility Site in the Dockyard

The Town Clerk stated that a meeting was held at the Waste Facility Site in the Dockyard which included a tour around the facility and also gave the chance for members to ask the organisation who runs the site Potters and a County Council representative questions

regarding the site. The Town Clerk appreciated the meeting was very short notice, but commented that the visit was tied in with the arrival and loading of the ship, and asked the Councillors who attended if they could give a brief update on the visit?

Councillor Earl commented that the meeting was very informative as it explained how the Waste Facility Site operated, and how they do everything within their power to keep the smell and flies to a minimum.

The Town Clerk informed Members that another piece of land had been located to relocate the bales in order to alleviate the smell

Councillor Wilcox commented that at this present moment of time the Waste Facility Site is still only operating at 50% capacity and that the smell and flies located around the South Pembrokeshire Hospital should be eradicated

54. Footpath restriction Notice – Treowen Road to Gothic Cottages, Pennar

The Town Clerk stated that a copy of the footpath closure received from the County Council was included in Members' papers, the closure is for the footpath which leads from Treowen Road to Gothic Cottages, Pennar and will come into force on Monday 10th October and will last for approx. 12 weeks.

55. Review of Parliamentary Constituencies in Wales

Correspondence had been received from the Boundary Commission for Wales which highlighted the initial proposals for boundary changes across the County. The Town Clerk had included within Members' papers a copy of the proposals which at this moment in time only affected the County, and asked Members if they had any comments on the initial proposals.

No comments were received.

56. Lease for proposed Town Council Offices

The Secretary of the Pater Hall Trust had been in contact to state that he had been in contact with their Solicitors with the proposed lease for the proposed Town Council offices at the Pater Hall. He had requested that the solicitors of the Town Council liaise with the solicitors of the Pater Hall to agree the lease.

The Town Clerk stated that she had not actioned the solicitors of the Town Council as a copy of the proposed lease had not been received from the secretary of the Pater Hall Trust for the Town Council to agree, and therefore, requested a copy of the proposed lease from the secretary of the Pater Hall to which he had stated :-

"A formal lease is prepared by the Solicitors not by me. What I discussed with you and the two councillors was to set out what we would like to be included. I then sent these ideas which I then sent to our Solicitors for them to finalise. I am not in possession of the draft lease which has been prepared by our solicitors as they were to instigate a discussion with your solicitors."

The Town Clerk had contacted Redkite for a quote for the work to be completed and they stated that it would be £1,000 + VAT. Members were asked if they gave permission for the solicitors to be actioned to work on the lease on their behalf.

Councillor Wilcox stated that a copy of the lease should be seen before any decisions are made. This was seconded by Councillor A McNaughton.

It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor T Wilcox
RESOLVED - That a copy of the proposed lease for the
Town Council Offices is requested for the sub-committee
to look at and then bring it back to Full Council for their
recommendations

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

57. Key Town Master Plans

The Town Clerk stated that Pembrokeshire County Council would like the opportunity to develop master plans for the main towns in Pembrokeshire. The Haverfordwest Master Plan recently completed gives a strategic focus for the re-development of the town; the County Council believe this is an opportunity that the other main towns would benefit from.

The master plan would be a “place making” framework that would articulate a shared vision of what kind of town Pembroke Dock can become. Well documented changes in retailing mean that the town’s role will change and other uses need to be identified to attract people in to the town centre. The plan needs to address the town centre holistically, and outline a wide range of measures to improve its attractiveness as a place to visit.

The master plan will:

- Provide a strategic framework with a shared vision
- Provide a clear sense of direction to guide investment decisions
- Provide a basis on which to plan and deliver improvements
- Provide a basis on which to bid for external funding

The Town Clerk had included a brief draft proposed for information for Members, and stated that as yet cost implications had not been identified of such an exercise in Pembroke Dock, but the County Council would be interested to know whether Pembroke Dock Town Council would be prepared to financially contribute towards the development of the Pembroke Dock Master Plan.

Councillors commented that car parking charges and a reduction of council rates were items which required attention for plans to be successful. Councillor Anderson commented that he had been working on a plan which identifies 101 projects, he provided members with some further information on the plan. After a discussion between Town Council Members regarding the plan, members wanted to support Councillor Anderson with his 101 projects.

The Town Clerk stated that she would feedback their comments to Pembrokeshire County Council.

Councillor A Lee arrived at the meeting at 7pm.

58. Temporary Road Closure- Upper Meyrick Street

The Town Clerk stated there was to be a temporary road closure to come into force on Monday 17th October for approximately 2 days at Upper Meyrick Street to allow for resurfacing to take place. Diversions were set up for the duration of the works.

59. Water Street Bus Station Vandalism

The Town Clerk advised Members that the Town Council had been informed that there had been some vandalism of the new bus station which is based on Water Street, Pembroke Dock. The resident who informed the Council of the issues had also commented that she had

contacted both the Police and County Council regarding the vandalism and had received no response from either party.
The Town Clerk had advised the resident to continue reporting the issues of vandalism to both the police and County Council and had also asked her to encourage her neighbours in the area to do the same to raise the profile of the area.

71 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

**72 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES
Police Forum Meeting.**

Councillor Murton attended this meeting. Discussions took place in relation to:-

Operation Bang – distributing literature to Schools and Shops to promote safety at Halloween.
Unacceptable Adult behaviour in the Town.
Trolleys being left at the Bus Station.
Issues still relating to Dog Fouling and the misuse of Illegal Substances in the Town.

Winter Festival

Councillor Earl that workshops will be starting very soon.

PPG Meeting

Councillor Jane McNaughton attended this meeting and commented that a representative of the Paul Sartori Foundation came to talk about end of life plans. The Surgery is trying to deal with rude and abusive patients, and that the Security Cameras in the building are being revised.

73 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
01.09.16	PostOffice – Postage – Meeting Papers	£ 13.50	Debit Card
05.09.16	Pembs County Council Telephone Charges July Office 11	£ 22.86	
06.09.16	BT – Office Telephone Charges	£ 91.40	Debit Card
08.09.16	Office Furniture.Online.co.uk – Office Desk	£ 151.20	
08.09.16	Fastnet – Street Cleaning w/e 21.08.16	£ 293.58	
08.09.16	Fastnet – Street Cleaning w/e 28.08.16	£ 293.58	
08.09.16	Viking Direct – Office Stationery	£ 44.38	
09.09.16	Google – Usage App	£ 6.60	
12.09.16	The Festival Lighting Company	£6251.48	
12.09.16	Simply Business (S. Pratt Public Liability Insurance)	£ 87.11	
16.09.16	Fastnet – Street Cleaning w/e 04.09.16	£ 293.58	
20.09.16	Pembrokeshire County Council – Suite 1 Rates	£1585.43	
20.09.16	Princes Gate – Sanitisation Service	£ 17.88	
20.09.16	Princes Gate – Rental/Wee Charges	£ 21.02	

23.09.16	Royal British Legion – 4 No. Wreaths	£ 84.00	CHQ No.100313
23.09.16	September Bank Charges	£ 13.52	
24.09.16	SWALEC – Old Pump House	£ 9.64	
27.09.16	Clarity Copiers – Office Printing	£ 33.50	
27.09.16	CCA Occasions – Mayor Christmas Cards	£ 90.30	Debit Card
28.09.16	Fastnet – Street Cleaning w/e 11.09.16	£ 293.58	
28.09.16	Fastnet – Street Cleaning w/e 18.09.16	£ 293.58	

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

Date	Description	Amount	Payment Method
04.09.16	Sean Pratt – Watering w/e 04.09.16	£132.00	
12.09.16	Sean Pratt – Watering w/e 11.09.16	£132.00	
16.09.16	Llanion Cove Ltd – 1 Month Rent Deposit	£285.00	
19.09.16	Sean Pratt – Watering w/e 18.09.16	£132.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
12.09.16	Pembrokeshire County Council – Refund of Non Domestic Rates re: Office 11	£671.38	Chq No. 141749

SALARIES AND WAGES

06.09.16 – 05.10.16	Salaries	£3188.28
06.09.16 – 05.10.16	Tax & NI	£ 722.69
06.09.16 – 05.10.16	Pensions	£ 682.14

ACCOUNT BALANCES

29.09.2016	HSBC Business Account	£33,727.17
29.09.2016	HSBC Premium Account	£72,420.39

It was

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

74 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Budget to be discussed at next meeting.

75 COMMUNITY ISSUES

Councillor Murton is concerned about aggressive behaviour in respect of Adults and Children Pembroke Dock.

The Town Clerk suggested contacting Schools in the area to speak to the Children.

Councillor Phillips concerned about groups of people congregating around the streets, and how she had rang 101, left a message but nobody returned her call.

Councillor Wilcox commented that Mr Mark Collins the new Chief Constable's main aim is to interact with Public and adopt Zero Tolerance

Councillor Kraus raised concerns about fires and the misuse of Illegal Substances on Western Way. Councillor Anderson stated that he had received complaints regarding the smell and flies along Fort Road.

Councillor Wilcox thanked Town Council Office Staff for counting the money that had been raised from Abseiling down the Fire Station building.

Councillor George mentioned arranging the Pembroke Dock Town Council Christmas Dinner 2016. After a discussion between Members it was decided to book a table at The Shipwright Inn, Pembroke Dock.

It was

PROPOSED by Councillor T Wilcox

SECONDED by Councillor M Murton

RESOLVED – That Pembroke Dock Town Council would hold their Christmas Dinner 2016 at The Shipwright Inn, Pembroke Dock.

76 MAYOR'S REPORT

None

There being no further business the meeting was closed.