

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 1<sup>st</sup> December 2016

**PRESENT:** Councillors M Colgan, J McNaughton, G Anderson, D Earl, P George (arrived late), G Goff, P Kraus, A McNaughton, M Murton, s Perkins, J Phillips & T Wilcox

**IN ATTENDANCE:**

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

**91 APOLOGIES FOR ABSENCE**

Councillors P Folland, A Lee & K Higgs.

**92 DECLARATIONS OF INTEREST**

None

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

**Representatives of Argyle Street Surgery**

Mr Alex Jones, Practice Manager, and Doctor Wilson attended to give a brief overview of Argyle Street and take any questions from members.

Mr Jones started by stating that the surgery is deemed the largest in Wales with 25,000 patients registered throughout the community. The surgery offer 600 appointments per day – which is 3,000 per week or over 150,000 per year – and these are dealt with by the 10 GPs and 4 nurse practitioners alongside other nursing staff, healthcare assistants, specialist nursing, health professionals and advisory staff some of whom are seconded to the surgery via other health groups. Mr Jones also stated that there are less GPs in the Hywel Dda region that there was in 2011.

It was questioned if the process for booking appointments could be explained. Doctor Wilson stated that online appointments are made available one week in advance and currently there are 9,000 people registered for online access which is far higher than they expected. Pre-bookable appointments are made available a couple of days in advance but the majority of appointments are released on the day. There are emergency appointments that are then available between 3.30pm and 6.30pm each day for patients that need them. On average there could be 40 people who take these. The surgery has four telephone operators who take calls each morning and Mr Jones offered a site visit for any councillor who might like to view the telephone operators during their busy times.

Mr Jones further stated that the reception and telephone staff try to work with patients to ascertain if that person definitely needs to see a doctor that day, for example if the problem is something that is ongoing, don't use the emergency walk-in appointment slots. Mr Jones commented that the abuse and intolerant behaviour that is currently suffered by their staff is a very concerning problem. The surgery staff are there to try and help get patients to the correct clinician or appointment type and the staff are subject to the same legally binding confidentiality that the GPs and Nursing staff comply with.

It was commented that obviously the process is difficult for the surgery but it is very frustrating for patients when you're told there are no appointments remaining after spending time on the phone trying to get through. It was also questioned why patients are not proactively contacted once they reach a certain age for checks especially if they have not been regular visitors to the surgery. Mr

Jones stated that this is something that is not offered by the surgery itself but are offered by centralised agencies, for example breast screening etc. There was a further question on why some people had seemingly not been contacted regarding attending for a flu jab but Mr Jones did not have the answer to hand and would come back to the Town Clerk to advise.

To finalise, Mr Jones stated that the breadth of service available at the Argyle Surgery is unrivalled in the area for quite some distance. Mr Jones again reiterated that he would appreciate any help in passing the message of stopping the abusive and intolerant behaviour that some staff have to endure on a daily basis.

The Mayor, Councillor M Colgan, thanked Mr Jones and Doctor Wilson for attending the meeting.

#### **94 MINUTES OF 3<sup>rd</sup> NOVEMBER 2016**

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor G Goff**

**RESOLVED - That the Minutes of 3<sup>rd</sup> November 2016 are adopted as a true record.**

#### **95 MATTERS ARISING FROM THE MINUTES OF 3<sup>rd</sup> November 2016**

##### **Item 64 of the Town Clerk's Report**

Councillor G Goff stated that he was disappointed with the very poor councillor turn-out for the Remembrance Service on 13 November.

##### **Page 53 – Girl Guides Grant Application**

Councillor M Colgan stated that Mrs Geraldine Butland had been delighted with the unexpected grant award for the Guides.

##### **Page 59 – Community Issues**

It was questioned whether the Town Clerk had received a response from Pembrokeshire County Council regarding the recent event held at Pennar Robins Ground in Bush Street. The Town Clerk reported that a very general response was received; however no complaints had been passed via the Town Council. Councillor S Perkins stated the Town Council should have been made aware as many of the residents within the Llanion ward were disappointed that they had received no prior warning at all. It was commented that the Pennar Robins had received £500 for the rental of their field.

#### **96 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**

##### **66. Link Officer – Working with Pembrokeshire County Council**

The Town Clerk informed members that the Director of Development of PCC, Dr Steven Jones, had been in contact regarding the Town Council working with a Link Officer. The Link Officer would attend Council meetings to answer any issues the Town Council might have and also assist with any queries relating to the County Council. Officers of the Town Council would still continue with the day to day contacts which had already been established.

The Town Council was approached some months ago to ask if the Council would like to be part of the Pilot Scheme which would help to iron out any issues that the scheme might face in the early days. This pilot scheme is now coming to an end in the New Year and they have asked for Pembroke Dock to now become involved.

The Town Clerk sought members' comments.

It was commented that the County Council wish to work more closely with Town Councils and that

should be viewed as a good move forward. Councillor D Earl commented that the Town Council should trial the scheme and if it doesn't work for us, then we can always withdraw from it.

It was

**PROPOSED by Councillor D Earl**  
**SECONDED by Councillor A McNaughton**  
**RESOLVED - That the Town Clerk contact Pembs County Council to confirm an appointment of a Link Officer from early 2017.**

#### **67. Open Spaces Society – Subscription Renewal**

The Town Clerk stated that the Town Council had been contacted by the above organisation with regards to the renewal of the subscription which is due to be renewed at a cost of £45.00. This organisation provides support during times when applying for village greens. The Town Clerk asked whether members wished to continue with the renewal of this subscription.

It was

**PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor M Murton**  
**RESOLVED - That the Open Spaces Society subscription is renewed at a cost of £45.00.**

#### **68. Waste Collections over the Christmas period**

The Town Clerk informed members that notification had been received from Pembrokeshire County Council with regards to alternative collections over the Christmas period. The document stated that households which have collections scheduled for Monday 26th December will have their waste collected on Saturday 24th December instead. A copy of the opening hours for the Civic Amenity and Recycling Centre at Waterloo was given to members and the Town Clerk asked if members could ensure the information is passed throughout their wards.

#### **69. Christmas office opening hours**

The Town Clerk stated that the offices of the Town Council would be closing for the Christmas period on Thursday 22nd December 2016 and reopening on Wednesday 4th January 2017.

#### **70. Code of Conduct Training**

The Town Clerk stated that the Monitoring Officer has been in contact to offer a Code of Conduct training session for Councillors; this session will be held with Pembroke Town Council. A date for this session will be arranged for early in the New Year, I would encourage all councillors to make the most of this session.

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

#### **71. Public Payphone Removal – Treowen Road and Military Road Junction**

Due to the decline in usage of public payphones, BT is proposing the removal of a number of payphones within the County. The only payphone in Pembroke Dock which has been affected is the one located on the corner of Treowen Road and Military Road. The reasons the boxes are being removed is due to the lack of use and vandalism. BT had asked for members' comments.

All those present felt that this particular payphone did suffer vandalism and therefore members' had no problems with the removal of this one.

It was further questioned about the red phone box at Hobbs Point as a notice was located in the box about adopting it. Councillor G Anderson stated that this phone box may become part of the 101 Project which he is starting work on. It was stated at this point by Councillor Perkins that the area is prone to vandalism so any potential works carried out in the area should be done with caution.

The Town Clerk was asked to investigate the ownership of the phone box at Hobbs Point to see if it has been adopted or not.

## **72. Tree Telling – Planning Application**

An application had been received for tree felling at Shimogamo, Beach Road, Llanreath. The application was available for members to view and the Town Clerk asked for members' comments.

It was questioned as to why the trees needed removing as there was seemingly nothing wrong with them except the size and perceived risk of damage from strong winds. It was stated that the "diseased" box had been ticked on the application however there was no certificate to confirm the diseased state of the tree. Councillor A McNaughton stated that we should follow up on the reasons for the felling works as he was in mind not to support the planned works.

The Town Clerk would investigate the application further.

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

None

## **99 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES Police Forum**

Councillor M Murton stated that the next meeting would be 7<sup>th</sup> December.

## **Winter Festival**

Councillor S Perkins stated that obviously there was great disappointment for the group this year with the new process of applying for a parade needing to be done six weeks in advance and that they had missed the date. However, the revised event would now mean the lanterns would be collected from the Pater Hall on the Friday evening and the children would be asked to line the route that Santa would take through Dimond Street. Everyone would then make their way to Western Way car park where further entertainment of Samba Doc playing and Pembroke Dock Community School would sing carols followed by fireworks would finish the arrival of Santa.

## **Valero Liaison Meeting**

Councillor P George stated that the recent meeting had been very informative with everything ticking along nicely. There had been some news on the new £100m project for the plant and that it would be very good for the area. The planning of the project is very thorough with implication on the air quality and sound implications being looked at in detail. There will be public consultations in due course and the Town Clerk confirmed that representatives of Valero would attend the council meeting on 12<sup>th</sup> January 2017 to give a further update.

## **Dr Jones Charity**

Councillor P George reported that the charity had worked through a very busy few months with grant applications totalling £26,000 being given to youngsters from the area who are currently studying at college or university. The charity have decided that next year the application process would have a deadline that applications must be submitted by to hopefully make the process easier to manage.

## **Meet the Leader Sessions**

Councillor T Wilcox stated that the recent "Meet the Leader" session held at the Community School was not very well attended and this was unfortunate as it was a good chance for residents to ask questions or give ideas on the budget planning for County Council. It was commented that the event had not been very well publicised and even the Town Council had not been made aware. The

Town Clerk stated that the Town Council had been invited to the session planned at County Hall in December and that she had emailed the information out to members with little response thus far. Councillors Wilcox and Perkins both stated that they felt councillors should make the effort to attend if possible. The Town Clerk stated that she had at the moment reserved four places but could request more if necessary.

### **Town Regeneration**

Councillor G Anderson had attended the recent meeting and it had seen updates on the bungee jump, planned website and the Game Jam event. Councillor Anderson also stated that the 101 project had been discussed and a follow-up meeting had taken place with 13 projects selected to become a “pilot” for the scheme. These 13 projects would be discussed at the next Regeneration Meeting where it is hoped a final list of 10 would be readied to present to the Town Council on 12<sup>th</sup> January.

### **Christmas Lights**

Councillor J Phillips asked when the lights would be switched on as most other towns had done theirs. The Town Clerk stated that the electrician was hopefully completing the installation works by the weekend. The Town Clerk also apologised to members on the abysmal condition of the two Christmas Trees in the town this year. The same company had been used but the quality of the trees was terrible. It is hoped the electrician can make the best of them once the final touches are in place.

### **Fireworks on 9<sup>th</sup> December**

Councillor P Kraus asked if a final decision had been taken on the location for the fireworks after the Winter festival. The Town Clerk stated that she had been in contact with the organiser and the final place was dependant on the weather, but everything for the event was in hand.

### **Patient Participation Group**

Councillor J McNaughton had attended the last meeting on 14<sup>th</sup> November where it was confirmed that a new Cluster Worker, Helen Heaton, would start with the practice for two days per week. This new role would be to promote healthy lifestyles and the role was in place until March 2018. The PPG had also witnessed the manning of the telephones for the surgery. There are three people who do this and it was apparent from observing that the operators talk quietly so no overhearing conversations whilst other lines are in operation was happening. The next PPG meeting was set for 16<sup>th</sup> January 2017.

## **100 FINANCIAL REPORT** **ACCOUNTS FOR PAYMENT**

27.10.16	Postage – Meeting Papers & 2 Books Stamps	£31.20	Debit Card
28.10.16	D. Earl Reimbursement of Planning Course Fees	£26.99	
31.10.16	PCC – Bedding Plants 2016	£2433.83	
31.10.16	Ang Harwood - Pilipalagifts – Treasure Shop Rent	£1500.00	
03.11.16	Eurooffice – Office Stationery	£37.76	
07.11.16	Google – Usage App	£6.60	
10.11.16	G Anderson – Reimbursement of Planning Course Fees	£26.99	
11.11.16	1&1 Internet Ltd – Quarterly Website Fee	£71.96	

15.11.16	Pater Hall Trust – Use of Warrior Room	£126.00	
15.11.16	Postage Carol Service Invites	£12.10	Debit Card
17.11.16	Fastnet – Street Cleaning w/e 23.10.16	£293.58	
18.11.16	Fastnet – Street Cleaning w/e 30.10.16	£293.58	
21.11.16	Fastnet – Street Cleaning w/e 06.11.16	£293.58	
23.11.16	November Bank Charges	£18.85	

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

Date	Description	Amount	Payment Method
01.11.16	Pater Hall Trust – Storage Rental	£150.00	
01.11.16	Llanion Cove – Office Rent	£285.00	

**ACCOUNT RECEIPTS**

Date	Description	Amount	Payment Method
07.11.16	Twinning Committee	£47.39	CHQ
07.11.16	HMRC - VAT Reclaimed	£4079.40	
18.11.16	M Colgan/ Postage Christmas Service Invites	£12.10	CHQ

**SALARIES AND WAGES**

06.11.16 – 05.12.16	Salaries	£3157.46
06.11.16 – 05.12.16	Tax & NI	£707.77
06.11.16 – 05.12.16	Pensions	£676.10

**ACCOUNT BALANCES**

24.11.16	HSBC Business Account	£17973.90
24.11.16	HSBC Premium Account	£72426.66

Councillor J McNaughton questioned the payment to the Pater Hall for the rental of the Warrior Room and what period the £126.00 covered. The Town Clerk stated that she did not have the actual detail to hand at the meeting so would confirm this to Councillor McNaughton separately.

It was

**PROPOSED by Councillor S Perkins**

**SECONDED by Councillor A McNaughton**

**RESOLVED - That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.**

- 101 AGENDA/REPORT ITEMS FOR THE NEXT MEETING**  
Representatives from Valero Oil Refinery to attend.

## **102 COMMUNITY ISSUES**

### **Pater Hall Trust/Town Council Lease**

Councillor M Colgan stated that she was disappointed that the Lease had not been brought to this meeting for discussion to progress the office project. The Town Clerk stated that she had just completed the reading through of the lease document earlier that day and that the item would be on the agenda for 12<sup>th</sup> January meeting.

Councillor G Goff wished staff and councillors a very Happy Christmas.

### **Dockyard Waste Centre**

Councillor G Anderson stated that he had received a number of complaints regarding the smell from the waste transfer centre in the dockyard. It was stated that Councillor Anderson must tell any resident to complain to Natural Resources Wales otherwise nothing will be done. NRW are keeping a record of all incidents of complaint and recently had stated they had received no complaints at all. It is most important for residents to complain via the correct route to enable NRW to keep recording the problems that the town are having. Using social media does not work.

### **Bus Station Vandalism**

Councillor P Kraus stated that more vandalism is taking place at the new bus station in town. The Town Clerk stated that both Network Rail and Arriva Trains had both been made aware of this. Councillor M Murton stated she would again report this to the next Police Forum meeting.

### **Pot Hole in Princes Street**

Councillor J McNaughton stated that the pot hole outside 26-28 and 27-29 Princes Street was now such a size it was becoming dangerous.

## **103 MAYOR'S REPORT**

Councillor M Colgan stated she had been very busy over the last few months with the following events attended:

Battle of Britain Service in Carmarthen	HOPE Anniversary Event
Tenby Mayoral Civic Service	Guild of Freeman in Haverfordwest
Portfield Fair in Haverfordwest	Concert at Bethany Chapel
Opening of SaveEasy credit union	Michaelmas Fair in Pembroke
Remembrance Services	Prayer Breakfast
Mayor Making in Newport	Hands Around the Town Walls event
Cocktail party at Castlemartin	Freemen of Pembroke event

The Mayor also stated that she and the Deputy Mayor had recently presented £50 of B&M vouchers to two local scout groups, the Guides, Friends of South Pembs Hospital and The Anchorage as a result of being given £250 of vouchers following the deputy mayor opening the new B&M store in town.

There being no further business the meeting was closed.