

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 12th January 2017

PRESENT: Councillors M Colgan J McNaughton G Anderson, D Earl, G Goff 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

104 APOLOGIES FOR ABSENCE

Councillors P Folland P George P Gwyther K Higgs.

No Apologies Councillor S Perkins

105 DECLARATIONS OF INTEREST

None

106 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Valero Pembroke Refinery CHP Cogeneration Unit Project

Mr Stephen Thornton of Valero gave a talk on the Cogeneration Unit that is being built at the Refinery. Plans have been submitted for a proposed £100 million investment to build a Combined Heat and Power (CHP) Cogeneration Unit at Pembroke Refinery. The 45 megawatt unit under review by Valero will provide power to the refinery, as well as supplement the refinery's steam demand.

The project is at the heart of Valero's plans to maintain the refinery's viability for the long-term and help secure future jobs in the refining sector in Pembrokeshire. This proposal is at its early stages and therefore, a final decision will not be made until next year.

Councillor Wilcox welcomed Valero's plans for the above project. Members asked how the materials would be transported to the refinery. Mr Thornton advised the majority would be transported by sea.

Councillor Kraus thanked Valero for their continuous support.

107 MINUTES OF 1st December 2016

It was

PROPOSED by Councillor P Kraus
SECONDED by Councillor M Murton
RESOLVED - That the Minutes of 1st December 2016 are adopted as a true record.

108 MATTERS ARISING FROM THE MINUTES OF 1st December 2016

Argyle Street Surgery

Councillor Goff stated that he was disappointed at the attitude of the Argyle Street Surgery reception staff when he tried to make an appointment at the Surgery reception desk and was told this could not be done after Mr Alex Jones, Practice Manager had stated that this was an option, at the last meeting. Councillor Anderson commented that he had faced the same issue.

Councillor J McNaughton said that she would raise their concerns at the next Patients Participation Group Meeting and, they should also send a letter of complaint to Mr Alex Jones marked Private & Confidential.

Christmas Lights

Councillor Phillips commented that residents were very disappointed with the Christmas Lights and tree in the Town this year.

The Town Clerk advised that she was aware of the issues and had been in contact with Festive Lighting.

109 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

73. Lease for the new offices between the Pater Hall Trust and Town Council

The Town Clerk stated that she had received the lease for the proposed offices and had reviewed the document. The lease had been broken down into 2 parts one part for the build of the offices and the second part for the occupancy of the offices.

The Town Clerk had included within Members' papers a copy of the alterations lease and notes which she had made, highlighting her concerns with the documents; also included was copy of the notes which the Town Clerk had made with regards to the main lease, copies of the lease were on the table for discussion at the meeting.

The Town Clerk felt that the points she had highlighted needed to be discussed to determine if Councillors were happy with the information within the documents.

Councillor J McNaughton started the discussion by commenting that Pembroke Dock Town Council are paying Office Rental of £285.00 per month to Llanion Cove Ltd, yet the Pater Hall Trust want to charge £604.00 per month.

Councillor Lee felt that how the Trust had worded the lease, they did not want Pembroke Dock Town Council to relocate back to the Pater Hall, a number of other Councillors agreed with Councillor Lee's view.

Councillor Phillips commented that the information within the lease had already been discussed, and she couldn't understand what the fuss was about; Councillors Goff & McNaughton stated that they were both members of the Working Group that had been previously set up with the Pater Hall Trust and, nothing had ever been mentioned regarding the Lease at any of the meetings.

Councillor A McNaughton stated that as a matter of courtesy, the Group should, have also been sent a copy of the lease. The Town Clerk commented that Council should seriously consider costings when considering the lease and move of offices.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor A Lee

RESOLVED – That the discussion is adjourned and a meeting takes place between the Working Group and the Pater Hall Trust to discuss the draft copy of the lease set up between the Pater Hall Trust and Pembroke Dock Town Council.

74. Prohibition of Right Hand turns – Ferry Lane onto London Road

The Town Clerk stated that Pembrokeshire County Council had proposed to prohibit traffic from turning right out of Ferry Lane onto the eastbound lane of London Road.

The restriction will form an integral part of the proposed signalisation of the London Road/Ferry Lane junction currently being considered by the Welsh Government by removing the need for a right turn phase. This will reduce the complexity of the timings thereby enabling both the configuration of the layout (including pedestrian crossing), and the operation of the junction to be improved. Traffic wishing to travel eastbound will be required to turn left out of Ferry Lane and use Waterloo Roundabout.

All Members agreed that the proposal was a good idea as this was in preparation for the proposed traffic lights.

75. Independent Remuneration Panel for Wales Event for Town and Community Councils

The Town Clerk stated that the above organisation was holding an event on 2nd February in Lampeter 10.30-12.30 to discuss the framework which they are putting in place and the responsibilities which Town and Community Councils could be faced with. There were 2 spaces available and therefore, asked if any Member wished to attend.

Councillors A Lee and J McNaughton stated that they would like to attend the event.

76. Mayor & Deputy Mayor for 2017/2018

Votes for Mayor and Deputy Mayor normally take place in February. The Town Clerk stated that a proposal had been received from Councillor Andrew McNaughton which had been included within Members' papers.

It was

PROPOSED by Councillor D Earl

SECONDED by Councillor M Murton

RESOLVED – That Pembroke Dock Town Council accepts Councillor Andrew McNaughton's proposal for the position of Deputy Mayor be arrived at on a rotational basis.

The Town Clerk stated that with the Elections taking place on Thursday 5th May the Civic Dinner will be taking place on Friday 12th May 2017. Consideration would need to be taken with regards to the Mayor making and if the Chamber was suitable last year. Members were asked for their comments on this year's arrangements.

After a discussion between Members it was decided that the Civic Dinner and Mayor Making would take place on the same day.

77. 101 Projects – Town Regeneration

The Regeneration group had been in contact with more information regarding the proposed 101 projects, for which they had requested financial support. The Town Clerk advised Members that there was approximately £4500 available within the budget for regeneration.

Further information was found within Members' papers regarding each project which they had requested funds for:

- Park Cemetery Flowers – Park Street
- Visitor attraction Signage - Maritime Museum & Heritage Centre

The Town Clerk asked for Members' comments.

A discussion took place between Members and it was decided to support both projects.

It was **PROPOSED by Councillor A McNaughton
SECONDED by Councillor A Lee
RESOLVED - That Pembroke Dock Town Council
release £500 from the Regeneration Budget for the
Park Cemetery Flowers Project, Park Street, Pembroke
Dock.**

It was **PROPOSED by Councillor A McNaughton
SECONDED by Councillor M Murton
RESOLVED - That Pembroke Dock Town Council
release £1600 from the Regeneration Budget for the
Visitor Attraction Signage – Maritime Museum &
Heritage Centre Project.**

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

78. Waste Transfer Unit – Dockyard

The Town Clerk stated that Natural Resources Wales had provided an update on the current situation with the Waste transfer unit which is located within the Dockyard,

"Towards the end of last summer we took the decision to serve a legal notice upon Sundorne Products (Llanidloes) Ltd. requiring the company to bring Unit 41 fully into compliance with conditions set out in its permit. This followed extensive work by ourselves and our employing an external expert in entomology to investigate the problem of flies affecting nearby receptors including the hospital and private residences.

As is its right under legislation, the company chose to appeal that notice albeit we were disappointed at that decision. The appeal hearing is scheduled for 16th & 17th February at The Cove, Llanion. The notice is effectively in abeyance pending the Planning Inspectors decision on the appeal. Clearly we are hopeful the Inspector will find in our favour but must allow the process to take its course.

In the meantime we continue to make our position clear to the operator and continue to regulate the facility against conditions of the permit. We also continue to liaise closely with Hywel Dda, the local authority and others on progress."

The Town Clerk asked Members if they received any complaints regarding this, please inform residents they must call 0300 065 3000 to ensure that it is logged with Natural Resources Wales.

Councillor Anderson commented that flyers would be circulated in the near future regarding this item.

79. Office Agreement – Llanion Cove

The Town Clerk provided Members with a copy of the Office agreement at the meeting and, stated that the agreement was straightforward with the rental being £3,420 per annum and the termination terms would be 3 months' notice.

The Town Clerk then asked for Members' agreement to sign the document

It was

PROPOSED by Councillor T Wilcox

SECONDED by Councillor M Murton

**RESOLVED - That Pembroke Dock Town Council
agree to accept and sign the Office Agreement- Llanion
Cove drawn up by the Landlord, Llanion Cove Limited.**

80. Cruise ship visits

The Town Clerk informed Members the Silver Explorer is scheduled to call at Pembroke Port on Saturday 10th June, and the Mayor had received an invitation to attend.

There are a number of other vessels due to visit the Port of Milford Haven this year they are:

Tuesday 6th June: Prinsendam

Sunday 13th August: Prinsendam

Saturday 16th September: Ocean Majesty

Thursday 21st September: Europa

81. Code of Conduct Training Session with the Monitoring Officer

The Town Clerk stated a code of conduct training session was being held on Thursday 26th January at 6pm in Pembroke; and, would like to encourage as many members as possible to attend, so it will not be a wasted trip for the monitoring officer. Councillors should contact the Town Clerk if they wish to attend.

82. Louisa Saunders Election of Cllr Pam George

The Town Clerk had been notified that Cllr Pam George's term on Louisa Saunders trust had expired and they required Council to formally re-elect a councillor for the position.

Members all agreed to re-elect Councillor Pam George for the position.

111 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

112 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES Police Forum Meeting

Councillors M Murton and M Colgan attended this meeting.

The Police stated that over the Christmas Period it had been quiet.

It was also mentioned that the Pembroke Dock Forum Meeting was the only one still in existence.

Regeneration Meeting

Councillor Guy Anderson stated that the Regeneration Team will be putting displays in empty shops in the Town, another Game Jam event would take place and, a date for the Soap Box Derby had been decided which was Saturday 27th May 2017.

113 FINANCIAL REPORT
ACCOUNTS FOR PAYMENT

24.11.16	Postage – Meeting Papers	£ 12.75	DEBIT CARD
25.11.16	Fastnet – Street Cleaning – w/e 13.11.16	£ 293.58	
25.11.16	Pembs County Council – PDTC Window Logo	£ 122.06	
25.11.16	Festivelighting Co	£ 253.92	
28.11.16	B&M – Christmas Grotto Items	£ 19.12	DEBIT CARD.
28.11.16	BT Com Telephone Charges – 01646 684410	£ 223.50	
01.12.16	Argos- Office Telephones	£ 69.99	
01.12.16	Open Spaces Society – Annual Subscription	£ 45.00	
05.12.16	Clarity Copiers – Office Printing	£ 34.67	
07.12.16	B Jones – Christmas Lighting	£4650.00	
08.12.16	Asda – Tea & Coffee	£ 8.83	DEBIT CARD
08.12.16	Google – Usage App	£ 6.60	
08.12.16	Fastnet Street Cleaning – w/e 20.11.16	£ 293.58	
13.12.16	Postage – Christmas Cards/Santa Letters 2 x books 2 nd Class Stamps	£ 45.65	DEBIT CARD
13.12.16	Janita Taylor/ Balloons Christmas Grotto	£ 100.00	CHQ 100316
14.12.16	Fastnet Street Cleaning w/e 27.11.16	£ 293.58	
14.12.16	Fastnet Street Cleaning w/e 04.12.16	£ 293.58	
14.12.16	Fastnet Street Cleaning w/e 11.12.16	£ 293.58	
16.12.16	P Bowman/ Fireworks – Winter Festival	£1000.00	
20.12.16	Princes Gate Water/Rental, Wee Charges	£ 21.02	
20.12.16	Princes Gate Water/ Sanitisation, Maintenance	£ 17.78	
21.12.16	Pater Hall Trust – Room Rental	£ 72.00	
22.12.16	Fastnet Street Cleaning w/e 18.12.16	£ 293.58	
23.12.16	December Bank Charges	£ 14.90	
28.12.16	SWALEC – Pump House Electricity Charges	£ 21.09	
05.01.17	Wales Audit Office – Account Audit 2015/16	£ 253.50	

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

Date	Description	Amount	Payment Method
01.12.16	Pater Hall Trust Storage Rental – December	£150.00	
01.12.16	Llanion Cove Ltd – Office Rental – December	£285.00	
03.01.17	Pater Hall Trust Storage Rental – January	£150.00	
03.01.17	Llanion Cove Ltd – Office Rental – January	£285.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
28.11.16	BT Com –Re: 01646 684410	£ 115.20	CREDIT NOTE
15.12.16	Pembrokeshire County Council/ Precept	£56350.00	

SALARIES AND WAGES

06.12.16 - 05.01.17	Salaries	£3540.47
06.12.16 - 05.01.17	Tax & NI	£ 907.46
06.12.16 - 05.01.17	Pensions	£ 752.57

ACCOUNT BALANCES

05.01.17	HSBC Business Account	£59584.74
05.01.17	HSBC Premium Account	£72431.50

It was

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

Councillor G Goff commented that no decision had been discussed regarding a Christmas Bonus for Staff Members.

It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor M Murton
RESOLVED – That the sum of £50 be paid to each Staff Member as a Christmas Bonus.

AGENDA/REPORT ITEMS FOR THE NEXT MEETING

114 101 Projects Discussion

115 COMMUNITY ISSUES

Councillor Kraus raised concerns with regards to Dog Fouling in the Town and fly tipping at Sunderland Avenue, Pembroke Dock.

Councillor Wilcox commented that there was now a 46% increase in fly tipping.

Councillor G Goff left the meeting at 7.35 pm.

Councillor Kraus asked if there was any update on the railway station railings. The Town Clerk stated that she was dealing with it.

The Town Clerk commented that any areas of the Town that Members maybe concerned about or have received complaints about please contact the Office, and she will advise the street cleaner.

Members commented that as Parfitts Carpets had gained adverse possession of the railway line alongside the premises it would be beneficial to the Town as they would keep that area rubbish free.

Councillor Phillips commented that the flower towers had not been emptied. The Town Clerk confirmed that she would make arrangements for them to be emptied.

Councillor A McNaughton had been contacted by Mr George Lewis who was disappointed that the mural that was once displayed in the glass building at the Dockyard entrance, was now not on show. At this present moment in time the mural is situated on the balcony of the Heritage Museum. Councillor Colgan commented that she would speak to the Sunderland Trust.

It was suggested that Pembroke Dock Town Council should take adverse possession of the mural and put it on display.

116 MAYOR'S REPORT

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

- Town Council Christmas Dinner
- Neyland Town Council Christmas Miscellany Service
- St Johns Church Christmas Tree Festival (Decorated a Tree)
- Budget Meeting at Pembrokeshire County Council
- Louisa Sanders Trust Meeting
- Mencap Student Awards
- Pembroke Dock Winter Festival/Santa
- Visit to South Pembrokeshire Hospital
- Mayor's Carol Service at St Johns Church
- Milford Haven Town Council Carol Service

117 Private & Confidential

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Murton

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.

PRIVATE & CONFIDENTIAL REPORT OF THE TOWN CLERK

1. Probationary Period for Administrative Support Assistant

It was confirmed that the Probationary period for the position for Administrative Support Assistant had passed with no issues raised and the role was now a permanent.

There being no further business the meeting closed.