

At a Virtual Meeting of Pembroke  
Dock Town Council on Thursday 10th  
September 2020

**PRESENT: Cllrs: G Manning, J Beynon,  
D Burrell, G Goff, J George, P George,  
T Judkins, T Wilcox, B Hall, J Phillips,  
M Colgan, S.Davis, S. O'Connor**

**IN ATTENDANCE:**

Sarah Scourfield - Town Clerk  
Amanda Hart - Deputy Town Clerk  
Caroline Mason - Communities and  
Committees Officer

**22 APOLOGIES FOR ABSENCE**

**Cllrs:** P Gwyther, G Anderson

**23 DECLARATIONS OF INTEREST**

Cllr G.Manning

Item 27(No.19 Karate Club Grant) – Prejudicial

Cllr T Wilcox

Item 27(No.25 London Road Traffic Management) – Private and  
Prejudicial

Cllr.J.George and Cllr P Geroge

Item 35(No.2 Lockdown Awards) – Private and Prejudicial

## 24 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Nadia Lloyd (PCSO) attended the meeting to update Councillors on the current MA vises within the town.

**Fort Road** – ongoing issue of speeding vehicles and excessive noise. NL commented that she had a meeting with Claire Williams a Traffic Engineer on 30/07/2020 about installing a GK Analyser to collect data for the police to identify times of day. She said it has been agreed with Lewis Simmons that if PCSO's are on patrol they can record on their body cam.

**Pembroke Dock Cricket Club** – complaints have been received about several youths hanging around the club and antisocial behavior. NL attended a mediation meeting with residents from Imble Close, Cookoowood, the Licensees, cricket club and Peter Kingdom to help rebuild relationships. Actions from the meeting:

1. Try and get a gate on the carpark
2. Planning permission to get the changing room moved.

**Pennar Gut** – Complaints have been received about fires being started at the gut. NL informed members that she has spoken with the Arson Officer from the Fire Brigade and Billy Gannon. Rubbish is also being dumped and a trailer is still there, so she has emailed Angela Stockton from Environmental Health.

**Steal and be banned** – This scheme has been relaunched with 70 shops in Pembroke and Pembroke Dock on board. There are 4 decision makers on the panel. All the incidents that have been

dealt with by the police are sent to the panel for consideration, and are given a 3, 6- or 12-month ban. All offenders have been given 12 months ban from all shops to date. The PCSO's are currently delivering photos and the letter of decision to all the shops and offenders. NL and RA are the Administrations for this scheme.

**Hobs Point** – Complaints have been received about groups of youths messing around and throwing the rings into the water. NL commented that a young lad fell into the water and had to swim along way to get out on the slipway. She stated that she had contacted the Port Authority about installing a ladder on the pontoon.

Cllr Burrell commented about the amount of Tesco trolleys that have been taken off site and left around the town and asked if the PCSO's could get involved.

NL commented that she will speak to Ella brand the PCSO for Llanion Ward about getting involved.

Cllr Burrell commented that it is a re-occurring issue and suggested asking Tesco to convert the trolleys to taken money or a system that the wheels get locked if they go off site.

Cllr Pam George commented about the traffic on St John's Road at the beginning and end of School. The road is gridlocked and nobody is giving way and parents are getting irate. NL suggested that the School needs to be informed and the PCC Community Safety Department. Cllr George asked if the Police could get involved. NL stated that the only way the Police can get involved

is if there is an obstruction which is dangerous. The PCC Enforcement Officers are the ones that have the authority. Cllr George also asked about enforcing the 2 metre rule with parents. NL stated that the Police do not have those powers since the easing of lockdown.

**25 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 9TH JULY 2020**

**It was then PROPOSED by Councillor G Goff  
SECONDED by Councillor D.Burrell  
RESOLVED - That the Minutes of Thursday  
9<sup>th</sup> July 2020 are adopted as a true record.**

**26 MATTERS ARISING FROM THE MINUTES OF THURSDAY 9<sup>th</sup> July 2020**

There were no matters arising from the minutes

**27 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**

**17. Financial Regulations and Risk Assessments**

The Town Clerk stated that all members were sent a copy of the above documents for approval. She commented that these documents must be approved on an annual basis as part of the accounts and audit process and asked for member's agreement.

**It was PROPOSED by Councillor G Goff  
SECONDED by Councillor S O'Connor  
RESOLVED that Pembroke Dock Town  
Council approval and adopt the Financial**

## **Regulations and Risk assessments.**

**A Vote was taken, and all members agreed**

### **18. COVID Secure Procedure**

The Town Clerk stated that advice has been received from One Voice Wales for Councils to adopt a COVID secure procedure, this is to ensure that there is clear guidance to councillors and staff on how we are managing the risks for COVID.

Members were given a copy of the procedure which the Town Clerk had recommended that included changes in relation to our offices. Members were asked for their comments and agreement to adopt the procedure.

**It was PROPOSED by Councillor T Judkins  
SECONDED by Councillor G.Goff  
RESOLVED that Pembroke Dock Town  
Council adopt the COVID Secure  
Procedure.**

**A Vote was taken, and all members agreed.**

### **19. Karate Club Grant**

The Town Clerk stated that at a previous meeting of the Council the grant application for the Karate Club was discussed, members requested that they applied for other grants before the Town Council decided on the application.

The Town Clerk has since received further information from Cllr Manning with regards to the areas where the Karate club has applied. This was attached for the members to review.

The request for £1,322 remains the same with the funds needed to fix the roof on the venue.

Cllr O'Connor commented that he was against supporting the grant on principle grounds and opposes any club teaching anybody to fight.

Cllr Goff commented that he does not think they have gathered enough evidence to show they have applied to other places such as Sport Wales.

The Town Clerk stated that Sports Wales will not fund roof repairs.

Cllr Burrell commented that the Karate Club is a great facility and Council should support them as he had been doing this for 40 years and helped a lot of people in the area. She proposed giving them £500 and making a list of the clubs in the area and supporting them in the future.

Cllr Hall commented that Mr Thomas is a National Champion

Cllr Beynon commented that he is happy to support the application but for future application Council should ensure organisation have more information included not just screenshots and the bare minimum comments.

Cllr Burrell commented that it is unfair to compare applications from smaller organisations to larger ones. PDTC need to support applicants if they need help completing the form to maintain a level playing field.

Cllr Phillips commented that Mr Thomas had made a huge contribution to youngsters and certainly does not teach them to fight, he teaches them to control themselves and proposed £1000.

Cllr Judkins commented that he would second £1000 as the Karate Club teaches children discipline

**It was PROPOSED by Cllr Phillips**

**SECONDED by Cllr Judkins  
RESOLVED that £1000 grant be awarded to  
the Karate  
Club**

A Vote was taken for the grant amount of £1000  
7 Votes for and 1 against

**20. COVID Grants**

The Town Clerk commented that at the last meeting members agreed to allocate a fund of £10,000 this year and £10,000 from Jan 2020. We have advertised the grant fund and received an application from Pembrokeshire Frame for £2500. The original application was for funds to cover PPE including Hand Sanitisers, Overalls, Gloves, Masks, Fogging machines, Plastic Screens and Signage. However due to the timing of the meeting FRAME had already purchased these items but have submitted supplementary details with regards to the Community Fridge in Pembroke Dock. Cllr Burrell commented that FRAME has supported so many people from Pembroke Dock and offer a range of activities, she would like PDTC to support them to make a bigger and better base for Pembroke Dock.

Cllr Judkins asked if they have been given other grants from PCC as they have not included that information.

Cllr O'Connor should support this application encouraging people with learning difficulties given them a sense of achievement and proposed the full amount.

Cllr Hall commented that Frame started from nothing and have moved premises as they have expanded and have supported a lot of people with learning difficulties.

Cllr Wilcox commented about the account information showing a large sum and asked if they have sufficient local cash.

The Town Clerk stated that the figure is for the whole company, not the Pembroke Dock area.

Cllr Manning asked of the grant was for PPE or Community Fridge and was concerned if all the money would be used in Pembroke Dock. Cllr Manning proposed £1250.

Cllr Goff commented that if they get the grant that we stipulate that it must be spent in Pembroke Dock.

Cllr Judkins commented that FRAME is doing an excellent job, but should Council be looking to support smaller Charities that need help. Cllr Judkins seconded £1250.

**It was PROPOSED by Councillor S O'Connor  
SECONDED by Councillor B.Hall  
RESOLVED that the full amount of £2500 is  
awarded to FRAME**

**A Vote was taken for £1250 – 3 votes for**

**A Vote was taken for £2500 – 8 votes for**

## **21. Election Costs – Central Ward**

The Town Clerk commented that as members are aware, we have received an invoice from the County Council with regards to the Central Ward Elections for the amount of £9616.27. She stated that at the last meeting members requested that she contacted Jon Haswell the Director of Finance at the County Council with regards to the vast increase from the estimated quotes which Town & Community Councils had previously received.

The following response was received from Jon Haswell:

*Whilst I appreciate the costs have increased from the indicative costs previously advised, due to the increase in printing costs, these were the costs for the election. Responsibility for funding these election costs rests with Pembroke Dock Town Council and*



*not Pembrokeshire County Council and due to this, Pembroke Dock Town Council will have to pay the £9,616.27.*

*I have noted your comments about the indicative costs needing revision to take into account the increased printing costs, so we will endeavour to get updated indicative costs to you in the Autumn 2020 and before your budget setting for 2021-22. The indicative costs will increase as Pembrokeshire County Council no longer has an in-house Print Service, needing now to obtain its printing from the private sector whose costs are higher. We will endeavour to keep all costs to a minimum, but costs associated with market prices may be higher than the indicative costs previously advised, and we have to ensure full cost recovery.*

*I know that this will not be the response that you will have hoped for, but unfortunately the actual costs of the election will have to be paid.*

The Town Clerk stated that she has contacted One Voice Wales who are also looking into this and have raised it with the Welsh Local Government Association for support and action to be taken. Cllr Wilcox has also put forward a Notice of Motion at County Council, to try and gain some form of agreement for a standard charge instead of different amounts for each ward.

The Town Clerk stated that at a previous meeting it was discussed that Council would be happy to pay the initial estimation of £5,799.23, she asked members if they were still happy for this amount to be paid and contest the outstanding amount of £3,817.04.

The Town Clerk commented that she had contacted all the other Town and Community Councils to inform them.

Cllr Wilcox commented that only Pembrokeshire and Merthyr are given funding

Cllr Beynon suggested that PCC look at a mutual shared scheme each Town and Community Council pay in an agreed amount to cover Election costs. He agrees to pay the estimate and get legal advice.

Cllr Hall commented that Council should pay the original and leave the rest pending for legal advice.

Cllr O'Connor commented that Council should pay the original amount and not the rest as if this carries on Council will only have money to pay for Elections and staff, it will soon become unviable for Town and Community Councils to function.

**It was            PROPOSED by Cllr Hall  
                      SECONDED by Cllr O'Connor  
                      RESOLVED that Pembroke Dock Town  
                      Council pay the estimate and obtain legal  
                      advice for the balance.**

**A Vote was taken and all members agreed.**

## **22.        Llanion Ward – By Election**

The Town Clerk stated that we have been notified by Pembrokeshire County Council that there has been an election requested by residents for the vacancy on Llanion Ward. She commented that usually an election is to be held within 60 days, the Local Government (Coronavirus)(Postponement of Elections)(Wales) Regulations 2020 now requires any by-elections to be held between the period 1<sup>st</sup> February and 16<sup>th</sup> April 2021. In accordance with these regulations the Returning Officer has set the provisional date, to elect a councillor to Pembroke Dock Town Council, as the 18<sup>th</sup> February 2021.

## 23. Gingko Tree Planting Ceremony

The Town Clerk stated that at a previous meeting Council were informed that there were going to be saplings cut from the Gingko tree which is located in the Dockyard with some being sent to Japan and others being replanted in Pembroke Dock. Members agreed that there should be one sapling planted in the Memorial Park. Mr David James who has been the main driving force on this matter has asked for an official planting ceremony to take place and provided the following information

*“The first of the trees grown on from cuttings taken from the tree in the Dockyard was ceremonially planted on 1st July, in Kure naval base, Hiroshima Prefecture. It was planted outside a house that Admiral Togo lived in while he was stationed at the naval base.*

*Present were the Mayor of Kure, Diplomats and Captain Simon Staley, RN Naval Attache from our Embassy in Tokyo. Since there is such importance attached to this by the Japanese people may I suggest that we do the same.*

*Briefly to invite the Lord Lt of Dyfed to attend as well as local dignitaries and possibly diplomats from the Embassy of Japan as well as Japanese people living locally. We should include staff from the National Botanic Gardens of Wales, who cared for the saplings until they were exported to Japan and who still have a few in their care ready for our ceremony.*

*My suggestion is that the gingko sapling and the Tai Haku be planted at the same time, at a suitable distance apart.”*

The Town Clerk suggested that we look to arrange a ceremonial planting for July 2021, with invites being sent to the suggested dignitaries from the information provided by Mr David James. We will have to ensure that we are COVID aware when planning such an event and adhere to any rules and regulations which may be in place at the time.

Cllr Manning commented he was happy to proceed with the ceremony and planting in the Memorial Park.

Cllr Burrell asked how big the saplings are and would they be better placed.

Cllr Wilcox commented he was happy for the planting in the Memorial Park and suggested a plaque to be placed at Jacobs Pill.

Cllr Phillips commented that she agrees and if there are a few saplings for one to be planted at Jacobs Pill.

Cllr P George commented that the Memorial Park is an ideal place, but it may need some protection as the tree planted in the bicentenary year has been broken off.

Cllr Phillips suggested putting a metal frame around the sapling until its established.

Cllr J George suggested putting a sapling at the Heritage Museum. The Town Clerk commented that she will contact Mr David James about the location nearer the time.

## **24. Mayoral chains**

The Town Clerk stated that we had received the costings from Lloyds the Jewellers with regards to the upgrades required to the chain. The quote which came back was £8,000 for the required works as the chain is Sterling Silver.

She commented there is only £4,000 budgeted for the works, so we have looked to see the costs of purchasing a new chain instead. The quote received from Vaughtons is £2,172.11 +Vat

and carriage, so for approximately £3,000 the council could have a new chain.

The Town Clerk suggested that the medallion is used from the old chain and the old chain is framed and put on display in the meeting room, so the history of the chain is not lost.

Cllr J George commented that he proposes Council should frame the old chain and buy a new chain. Cllr B Hall agreed with this comment.

Cllr O'Connor commented that no money should be spent and wasted on the chain

Cllr Goff said he would second purchasing a new chain and framing the old one.

Cllr Burrell commented that the money could be better spent by running a competition with a budget of £2000 to design a new chain using recycled materials and agreed with framing the old chain.

Cllr Hall commented that there is only 8 months left of the Mayors rein and Cllr Manning needs to have a chain now.

Cllr Beynon commented that it is important that the Mayor has a chain now but would like to second Cllr Burrells idea of having a competition. The new chain could be made locally and unique to PDTC.

Cllr Manning suggested that we get the old chain back and look at alternatives but was happy to use the old chain.

**It was PROPOSED by Cllr Burrell  
SECONDED by Cllr Beynon  
RESOLVED that members agreed for a  
competition to be advertised to design a  
new chain from recycled materials  
and to get the old chain back from the  
jewellers.**

**A Vote was taken, 7 members for with 1 against**

## **25. London Road Traffic Management**

We have recently received a planning application for London Road, with the proposal seeing the site being turned into a drive through restaurant. Within the design and access documentation there is no information within relation to the access and egress to the site.

The Planning Committee have reviewed the plans and raised concerns with regards to the traffic management in the area, I felt it would be appropriate to raise this with Full Council as the traffic management on London Road is causing some long queues of traffic throughout the day and gridlocked when the Ferry traffic arrives.

The Town Clerk asked members if they wish for a letter to be sent to the highways department to highlight concerns of the flow of traffic on London Road and request that it is reviewed for proposals of how it can be improved?

Cllr Goff commented that until we have info back from Highways regarding traffic management then it can't be passed back to the developers.

**A Vote was taken, and all members agreed to send a letter to Highways**

## **26. Action Plan Progression and training**

The Town Clerk has been contacted through Cllr Burrell by Co-production Network for Wales who are offering training and support to staff and councillors for the next steps of the Action Plan which will be identifying ways to gain public engagement for the action plan. The information will be presented as a training session which will be provided over a 4-hour period (split into 2-hour sessions). A copy of the information with regards to the proposed session was included within members papers, the cost for a session with Co-Production will be £400, the sessions can be delivered from Mid-November and will be done via zoom.

Cllr O'Connor commented that the action planning has been in the planning stage for 2 years, he agrees with Cllr Anderson that we should do the important things first and have 5 priorities, core principles within the Town Council.

Cllr Burrell commented that she does not agree that we have been working on the Action Plan for that long and feels coproduction and involving the people in decisions that could affect them. She said she would like the staff to be trained.

**A vote was taken, 2 for and 5 against. This training was not agreed and will not take place at present.**

**27. Pennar School Governor Vacancy**

**It was PROPOSED by Cllr G Goff  
SECONDED by Cllr J George  
RESOLVED that Cllr G Manning would fill  
the position on Pennar School Governors**

**A Vote was taken, and all members agreed**

## **28. Remembrance Sunday**

The Town Clerk Stated that due to COVID there will be no parade for remembrance this year, it has however been proposed that we provide the opportunity for organisations to visit the Cenotaph and lay a wreath in order to mark the date.

Organisations will therefore be invited to attend the Cenotaph to lay a wreath but only one person from each organisation will be able to attend, there will be strict social distancing rules in place, and once the wreath has been laid people will be asked to leave whilst adhering to social distancing. There will be no road closures in place for this event as this would encourage people to gather in groups.

The laying of wreaths will commence at 11am with each interested organisation being given a time slot to lay the wreath.

## **28. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT**

None

## **29. TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**

Cllr Burrell commented she has been in contact with South Wales Connect – Community Rail and would like to invite her to a meeting.

Cllr Burrell also commented on the work Project Pembroke Dock are doing outside the Library and at Hobs point. She also informed members that Seafare Haven are planning to have an event in 2021.



### 30. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

#### ACCOUNTS FOR PAYMENT

<b>Date</b>	<b>Description</b>	<b>Amount</b>
03.07.2020	Beech Bay Building – Mr E A Evans	£515.00
09.07.2020	Pembrokeshire County Council	£3,690.00
09.07.2020	Mr Richard Mason, Hill Farm Nursery	£2,294.00
10.07.2020	BT	£82.08
30.06.2020	Google	£6.60
03.07.2020	Clarity Copiers	£1.37
16.07.2020	Beech Bay Building – Mr E A Evans	£515.00
15.07.2020	ASDA – Antibacterial and cleaning items	£21.81
17.07.2020	Amazon – Webcam	£35.00
23.07.2020	British Gas – Electricity	£20.50
25.07.2020	S J Scourfield – Sundries	£7.99
29.07.2020	Marc Jones – window cleaning	£110.00
29.07.2020	S J Scourfield- Printing costs	£36.95
26.07.2020	1&1 Internet – Website	£71.96
03.08.2020	One Voice Wales – membership	£1,572.00
31.07.2020	Google – G Suite	£6.60
03.08.2020	Amazon – webcam	£20.98
04.08.2020	Rhian Cowen	£88.14
09.08.2020	Digital River	£15.00
31.07.2020	Clarity Copiers	£8.54

11.08.2020	Amazon – Headset	£29.99
07.08.2020	British Gas – Electricity	£44.67
21.08.2020	DH Carpentry	£354.00
21.08.2020	SSE – Christmas lighting electric	£143.34
23.08.2020	Bank charges	£6.50
28.08.2020	Eurooffice – stationary	£53.66
31.08.2020	Google	£6.60
01.09.2020	Clarity Copiers	£10.58

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
20.08.2020	G Manning – Allowance for Chair of planning 19/20	£400.00

### **ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.08.2020	HSBC – Interest	£1.09
02.09.2020	HSBC – Interest	£1.09
31.07.2020	Amazon refund – Webcam	£35.00
24.08.2020	Precept – 2 <sup>nd</sup> payment	£66,921.00

### **SALARIES AND WAGES**

06.07.2020– 05.08.2020	Salaries	£ 3,656.31
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06.07.2020 – 05.08.2020	Tax & NI	£ 802.08
06.07.2020 – 05.08.2020	Pensions	£ 862.97
06.08.2020– 05.09.2020	Salaries	£ 4,073.57
06.08.2020 – 05.09.2020	Tax & NI	£ 910.66
06.08.2020 – 05.09.2020	Pensions	£ 867.51

## **ACCOUNT BALANCES**

02.08.2020	HSBC Business Account	£ 73,264.65
02.08.2020	HSBC Premium Account	£ 127,978.20
02.09.2020	HSBC Business Account	£118,563.79
02.09.2020	HSBC Premium Account	£127,979.29

It was

**PROPOSED by Councillor G.Manning**  
**SECONDED by Councillor S O'Connor**  
**RESOLVED: That Pembroke Dock Town**  
**Council approve payments of the above**  
**Payments, Receipts, Salaries and Wages.**

### **31. AGENDA ITEMS FOR THE NEXT MEETING**

Cllr Burrell asked if the Half pipe can be put on the next Agenda

### **32. COMMUNITY ISSUES**

Cllr Burrell commented that a complaint had been received from a member of the public regarding the Pier Hotel site been dug up which is a consecrated land. Cllr Burrell suggested putting up a plaque as a memorial.

Cllr Colgan commented that Christine King had been contact with PCC about area being reinstated.

Cllr Beynon commented that he had checked with Property and the information is not available, it is one of those things that nobody knows what the land was for.

Cllr Phillips commented that she is upset about this and spoke to the contractors about how much ground had been removed. Its consecrated land and they should dig up what they have already done and reinstate it. Cllr Phillips asked had Traffic Management informed PDTC or had we missed it during lockdown.

Cllr Beynon stated it is all part of the Active Travel plan, path to Pembroke Ferry, outside B & M the money must be spent in Pembroke Dock.

### **33. MAYOR'S REPORT**

Nothing to report from the Mayor

### **34. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL**

**It was**

**PROPOSED by Councillor J Beynon**

**SECONDED by Councillor G.Goff**

**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.**

**35. PRIVATE & CONFIDENTIAL**

**To Confirm Private & Confidential Minutes of Thursday 9<sup>th</sup> July 2020**

It was

**PROPOSED by Councillor G Manning**

**SECONDED by Councillor G Goff**

**RESOLVED - That the Private & Confidential Minutes of the Meeting held on Thursday 9<sup>th</sup> July 2020 are adopted as a true record.**

**There being no other business the meeting was closed.**