

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 16th January 2020

PRESENT: Cllrs: G Manning, G Anderson, D Burrell, M Colgan, J George, P George, T Judkins, P Kraus, G Manning, S O'Connor, J Phillips.

IN ATTENDANCE:

Sarah Scourfield – Town Clerk
Amanda Dillaway – Deputy Town Clerk
Amanda Hart – Communities & Committees Officer

102 APOLOGIES FOR ABSENCE

Cllrs: Beynon, Davis, Goff, Gwyther, Wilcox

103 DECLARATIONS OF INTEREST

None

104 GUEST SPEAKER – SERGEANT LEWIS SIMPSON – NEIGHBOURHOOD POLICING TEAM

Sgt Lewis Simpson explained that there were changes within the NPT structure, whereas there was one Sergeant covering Pembroke Dock and Tenby, this had now been split into two areas with a Sergeant in each Town. The NPTs' primary job was to engage with members of the community and attend community events however there are now 3 main aims –

(1) engaging with the community, key networks within the

community;

(2) targeting activities;

(3) problem solving e.g. Anti-Social behaviour issues/ low level crime issues within the community and this would involve working with other organisations e.g. Housing, NHS to provide a multi-agency response to issues.

The shift pattern of the team would be changing and hopefully this would provide better supervision, more proactivity and better communication with other agencies in order to solve problems that arise in the community.

A Steal and Be Banned scheme had been introduced, when meant that a shoplifter would be banned from every shop in the area if caught stealing. The length of ban could be between 3 months to 1 year. If they enter when they have been banned the person can be asked to leave the premises, and if they refuse the police can be called. Regular meetings will be held with shopkeepers who have signed up to the scheme.

Cllr Burrell mentioned ASB and damage to the bus shelter behind the railway station. Sgt Simpson commented that they had not been made aware of this but he would look into it. He then explained that when an ASB had been reported it could either be dealt with a response team. There are 3 levels of response i.e. Immediate, Priority Response (1hr) and Scheduled Response (24 hr).

Cllr Burrell asked the best way to report an issue that comes through to the Town Council. Sgt Simpson stated by ringing 101 or the NPT message board.

Cllr Manning asked how many PCSOs were operating in Pembroke Dock. Sgt Simpson stated that at the moment there were 5. There should be 8 plus 2 PCs and 1 Sergeant but due to maternity leave, and officers moving to other areas the number has been reduced. Two new PCSOs would be starting in February which would hopefully

be available in March/April and therefore should be back to 8 when all the team are back.

Cllr Burrell asked if there was a relief system when there is a sickness issue. Sgt Simpson advised that they did not operate that type of system. Cllr Burrell also asked when PCSOs were not working in Pembroke Dock at weekends and there was an incident would a response team have to be sent from Tenby. Sgt Simpson stated that this would be the case as there were 5 response shifts working at Pembroke Dock 24hrs 7 days a week.

Cllr Manning stated that he was concerned about the lack of PCSO presence in town recently. Sgt Simpson stated how there had been a staff shortage over the Christmas period due to sickness and therefore officers have had to deal with a range of issues.

After speaking to members Sgt Simpson answered questions from the Public Gallery.

105 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Mr John Lloyd commented that as the bottom area of the Town was looking good what pressure could be put on the owner to improve the condition of the Woolworth's building.

Cllr Manning stated that he had contacted the Owner and agreed to meet, however no date had been confirmed.

106 MINUTES OF MEETING THURSDAY 5TH DECEMBER 2019

It was

**PROPOSED by Councillor S O'Connor
SECONDED by Councillor J Beynon
RESOLVED - That the Minutes of
Thursday 5th December 2019 are
adopted as a true record.**

**107 MATTERS ARISING FROM THE MINUTES OF THURSDAY 5th
DECEMBER 2019**

Pg 74 – (Item 97 AGENDA/REPORT ITEMS FOR THE NEXT MEETINGS)

Community Governor Grove School, Pembroke – The Town Clerk advised members that Council could not actually advertise the position and therefore it had been passed back to PCC.

PLANED Agreement. The Town Clerk commented that this item was being carried forward to the February meeting.

Pg 74 – (Item 99 Mayor’s report Christmas Events in Pembroke Dock)

Cllr P George commented that the Lantern Parade and Breakfast with Santa was a great success.

Cllr Burrell commented that an official response should be sent to the ladies who organised the lantern parade thanking them for all their hard work.

108 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

77. Precept request for 2020/2021

The Town Clerk advised members that the budget request was sent in on 12th December 2019 for the amount of £200,765.00 this was from the budget discussions agreed on 5th December 2019.

It was

RESOLVED - That members agreed with the precept request of £200,765.00 for 2019/2020 budget with earmarked reserves being used for spends already agreed and discussed.

78. Youth Representative

Councillor Beynon had provided some information with regards to a Youth Representative on the Town Council, he had provided some paperwork for members to consider which the Town Clerk had provided within members’ papers.

Cllr Manning commented that he supports Cllr Beynon's suggestion but would question whether a one year term would be more appropriate.

Councillor Stephen O'Connor disagreed and commented that he did not think it would be a good idea, it would be somebody self-seeking; who would they be representing? The whole of the youth? It's changing the election process of the whole Town Council. It will generally be more middle-class pushy parents pushing their children forward.

As Cllr Beynon was not at the meeting to discuss this item Cllr Burrell proposed that it was put back to Full Council Meeting in February. A vote was taken and all members agreed.

79. The Playing Fields (Community Involvement in Disposal Decisions) (Wales) Regulations 2015

The Town Clerk advised members that the Welsh Government had provided a revised Statutory guidance relating to The Playing Fields (Community involvement in Disposal Decisions) (Wales) Regulations 2015. This had been updated due to an error at the end of Paragraph 7.4 (a).

The guidance can be accessed via the Government website – <https://gov.wales/playing-field-disposal-guidance>

80. Changes to Planning and related application Fees Consultation

The Town Clerk stated that the above consultation had previously been sent out to members to view, and asked members to confirm if they had any comments on the document.

There was a slight discussion between members. Cllr O'Connor proposed for the Planning Committee to deal with this item. A vote was taken and all members agreed.

81. Milford Haven Port Authority

The Town Clerk stated that as agreed at the last meeting a letter had been sent to the Directors of the Milford Haven Port Authority, and she had included within members' papers a copy of their response.

The Town Council had also been contacted asking for a representative for the Ports Advisory Board from the Town Council and a community representative. Cllr Goff as Mayor of the Town is the current representative for the Town Council. The Town Clerk suggested the role of the community representative was advertised to see if there were any members from the community who may be interested. The Town Clerk asked for members' comments.

Response Comments:

Cllr Burrell commented that the permit being granted was disappointing however, this does not mean that MHPA are going to undertake the activities, therefore PDTC should keep up the pressure and Councillors should express their views whenever possible. Hopefully they will realise that it is not an effective investment for them as a Port given the risks associated to them and the community.

Cllr P George commented that she agreed with Cllr Burrell and it should be monitored on a regular basis to support the Council's electorates

Cllr Anderson stated the licence was always going to go through as NRW ticked all the boxes, however it was very disappointing at the lack of attendance from this Council when the Port Authority held an open day.

Cllr O'Connor stated PDTC needed to find out the procedures of how to take action immediately if the MHPA do not comply to the

commitments they proposed i.e. how little impact it will have to the Town.

Cllr Judkins commented that MHPA had stated that there would no bailing at Waste Facility Site, however as PCC were also operating in the Dockyard would they be bailing in their area? Cllr Judkins was advised that PCC only sort the recycle rubbish.

Cllr Kraus commented that he strongly opposed the waste facility site and suggested that a petition was signed.

Cllr Manning suggested that PDTC draft a letter for residents to have copy of. Ask them to sign it and send it off to MHPA as he thought it would have more of an impact than a petition.

Cllr Manning commented that he had contacted Mr Simon Hart MP stating that as PCC are already operating a rubbish and waste facility in the Dockyard if, a planning application is submitted then PCC Planning Committee should not be allowed to discuss this application as he feels that he would not be dealt with appropriately. The Secretary of State should be dealing with it.

Cllr O'Connor commented that the draft letter that was mentioned would have to be worded correctly and the objection should be on planning grounds.

Cllr Burrell commented that an official letter should be sent to Simon Hart MP from the Town Council asking for his support on this matter. A vote was taken and all members agreed.

Community Representative

A discussion took place and all members agreed with the Town Clerk's suggestion to advertise the role to see if any members of the community would be interested.

83. Pembrokeshire County Council – Budget Engagement Sessions

The Town Clerk advised members that three public engagement sessions had been organised by Pembrokeshire County Council to allow members of the public to have their say on the Authority's budget for 2020 – 2021.

Two of the sessions would be live on Facebook and the third a public forum.

All will feature Bob Kilmister, the Council's Cabinet Member for Finance, and Jon Haswell, the Authority's Director of Resources.

The Facebook live sessions will be on Wednesday, 8th January, and Wednesday, 20th January, both starting at 7 pm.

The public forum would be held in Committee Rooms 1 and 2 at County Hall, Haverfordwest, on Wednesday, 22nd January, commencing at 2 pm.

"The County Council's settlement from Welsh Government for the coming financial year is a 4.9 per cent increase on last year" explained Councillor Kilmister.

"Although this is a bigger rise than we anticipated, as a local authority we still face some really tough decisions on how we allocate the money."

"We want the public to tell us where they would like us to spend the money so that when the time comes, the Council's Elected Members can make informed decisions.

"I hope this draft budget will be seen by residents as pay a little more and get a lot more in return. It does not mark the end of austerity but it is a very positive first step."

84. Community Works Grant

The Town Clerk advised members that Pembrokeshire County Council are introducing a Community Works grant to provide an opportunity for Town and Community Councils to submit bids for small highway schemes. Attached was an application form and the Funding Criteria document. The Town Clerk also asked members to note that the maximum cost to this authority for any one

scheme is £10,000 and that the overall budget for the County is £100,000 for 2019-20, with bids limited to one per Town or Community Council. Bids should be submitted to CommunityWorks@pembrokeshire.gov.uk.

Proposal from Cllr Burrell

The area of road where the school crossing patrol operates to the community school (side closest to Pennar Robins football ground) is in an awful state of repair. They have just filled in the potholes again but I can see it is already all coming apart again. Could an improvement to this area be considered under this community works grant scheme - potentially to create a raised crossing similar to the one at the other school crossing patrol point? This would also make the crossing much safer on the occasions where the regular guy is unable to attend and PCC is unable to provide relief. Can PCC assist us to come up with a budget for this work and/or do you think we might be able to get them to improve the crossing point outside of this grant scheme? If we are putting a mini project together it would be good to consider including a pavement drop in one corner of the car park opposite the school so kids can cycle to the cycle parking without having to cross the car park.

Cllr Burrell commented that she had contacted Cllr Beynon about her proposal as he had mentioned that it maybe something that PCC could sort within their existing budget and, was awaiting a response. However if PCC could not help perhaps an application could be submitted.

There were no further ideas put forward by Councillors.

85. VE Day Celebrations

The Town Clerk commented that VE day is fast approaching with celebrations taking place on 8th May 2020. VE Day provides an exceptional opportunity to pay tribute to the millions of women who contributed so much to the war effort during 1939-1945.

The following series of commemorative events over the weekend will recognise the contributions of everyone during WWII, with the following events

- The piping of Battles O'er & VE 75 years
- The Nations Toast to the Hero's of WWII
- The Cry for Peace Around the World
- Churches & cathedrals Ringing out for Peace
- Street parties and celebrations in pubs, clubs and hotels, on town and village greens and in village halls
- Services of commemoration and celebration in churches, including the reading of the Tribute to the Millions and the playing of the Last Post and Reveille.

Members were advised by the Town Clerk that the Poppy Committee would be meeting to discuss these celebrations on 29th January at 10am, both this committee and members of the Council need to work together to ensure this event is marked, and would encourage as many councillors to either attend this meeting or feed ideas into the meeting via councillors who may be attending.

Cllr P George commented that the WI were very interested in organising an event on this day.

Cllr Burrell suggested that perhaps PDTC, VC Gallery and the Heritage Centre could all work together to arrange an event.

86. Action Plan of the Town Council

The Town Clerk commented that the next meeting to discuss the action plan for the Town Council will take place on Wednesday 19th February, in order to get as much participation as possible, she gave members 2 options for the time of the meeting 10 am or 6pm and asked them to confirm which time would be most suitable.

Cllr Anderson commented that he finds its frustrating that decisions being made are random and he is prepared to give talks at the meetings and lead the Action Plan in the background, as this needs to move on.

Cllr O'Connor agreed with Cllr Anderson and commented that this Plan needs to be sorted ASAP in order for a plan to be up and running.

Members then agreed 10 am for the Action Plan Meeting on Wednesday 19th February 2020.

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

87. Network Rail – Canopy upgrade

The Town Clerk advised members that as part of the Railway upgrade plan, Network Rail will be carrying out a canopy refurbishment works. The work will take place between the hours of 7.30am and 18.00pm Monday to Friday each week from Monday 27th January until Thursday 9th April.

88. Letter of Complaint regarding Bus Shelter – Water Street Transport Hub

The Town Clerk advised members she had received a letter of complaint regarding one of the bus shelters in the Water Street transport hub. The shelter had been badly graffitied and damaged by youths. This had been highlighted to Pembrokeshire County Council.

89. National Park Local Development Plan

The Town Clerk stated that The Pembrokeshire Coast National Park Authority had made amendments to the Local Development plan 2, following the Examination Hearing Sessions held in July and October 2019. These amendments are called Matters Arising Changes (MAC) and are subject to a formal public consultation.

The Town Clerk had emailed the full documents out to all Councillors and asked them if they had any comments.

Members did not comment on this item.

90. Deposit Local Development Plan

The Town Clerk commented that Pembrokeshire County Council are undertaking an eight-week consultation on the Deposit Local Development Plan between 15th January and 11th March 2020. They are asking for representations from Councils on the information. The document is very lengthy, and therefore suggested that the information was viewed online.

There would be a number of sessions which would take place at the following locations

- Crymych Leisure Centre, 1500-1800, 10th February 2020;
- Milford Haven Leisure Centre, 1500-1800, 12th February 2020;
- Fishguard Leisure Centre, 1500-1800, 13th February 2020;
- Pembroke Town Hall, 1500-1800, 24th February 2020;
- Pembrokeshire Archives, Prendergast, Haverfordwest, 1500-1800, 26th February 2020; and
- Kilgetty Community Centre, 1500-1800, 27th February 2020.

The Town Clerk stated that If members had any comments please let her know by 1pm on 6th March 2020. The Planning Committee would also be reviewing the information and asked for comment.

110 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

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

Town Team

Cllr Burrell commented that the Town Team are advertising some volunteering opportunities. They are looking for a secretary, some more volunteers for the beer festival and a person to get involved in partnership with the Seafair Haven with their event at Hobbs Point on 20th June 2020 which they have just received enhancing Pembrokeshire funding to carry out this event. Seafair Haven have secured the funding to e.g. bring a Tallship to Hobbs Point for a week and they will be looking for local young people to crew the Tallship from the South coast and back, theatre performances, male voice choir from Aberfan.

112 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
23.11.2019	Bank Charges – 1 st November 2019	£6.50	
28.11.2019	Postage - Meeting Papers	£15.00	DEBIT CARD
29.11.2019	E Cook – Craft Items Re: Lantern Parade	£97.74	
03.12.2019	Clarity Copiers – Office Printing	£45.53	
05.12.2019	Google Ireland Ltd -App Usage	£6.60	
05.12.2019	Open Space Society – Membership Renewal	£45.00	
06.12.2019	P D Williams/Pembs Fire Spinners – Lantern Parade	£350.00	
06.12.2019	Tesco – Sundries – Lantern Parade	£14.18	DEBIT CARD
07.12.2019	Asda – Breakfast with Santa	£6.34	DEBIT CARD
09.12.2019	Balloon Sensations/ Santa Grotto	£100.00	

09.12.2019	Sand Palace Arts/ Lantern Parade	£1500.00	
09.12.2019	J Beynon – Sundries - Breakfast with Santa	£11.45	
09.12.2019	S Scourfield – B&M – Breakfast with Santa Lantern Parade	£10.96	
10.12.2019	E Cook – Lantern Parade Lights	£34.04	
10.12.2019	Postage - Diaries	£18.26	DEBIT CARD
12.12.2019	CSE Catering - Breakfast with Santa	£295.58	
12.12.2019	Marc Jones 2x Window Cleaning	£20.00	
12.12.2019	Post Office - Postage Stamps	£44.53	DEBIT CARD
12.12.2019	S Scourfield – Travel Expenses – Dyfed Pensions	£34.64	
18.12.2019	Term Data Dest – Confidential Shredding	£22.50	
18.12.2019	British Gas – Office Elec Bill	£69.20	DEBIT CARD
19.12.2019	British Gas – Office Gas Bill	£53.48	DEBIT CARD
20.12.2019	S Scourfield – Xmas Bonus	£100.00	
20.12.2019	A Dillaway – Xmas Bonus	£100.00	
20.12.2019	A Hart – Xmas Bonus	£100.00	
20.12.2019	SWALEC – Memorial Lamp	£28.12	
20.12.2019	P Dock – Men Shed – Mayoral Boards	£150.00	
20.12.2019	Cariad Cool Water – Office Water Charge	£41.14	
23.12.2019	SWALEC – Pump House	£39.46	

23.12.2019	Bank Charges 01.12.2019	£6.50	
07.01.2020	Inprint – Lettering Mayoral Board	£60.00	
08.01.2020	Google Ireland – App Usage	£6.60	
08.01.2020	Samba Doc – Lantern Parade	£175.00	
09.01.2020	BT Office Phone Bill/Broadband	£165.90	
09.01.2020	B Jones Electrical Contractor - Removal of Christmas Lights and Testing	£7380.00	

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

Date	Description	Amount	Payment Method

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
19.12.2019	Breakfast with Santa	£122.51	
27.12.2019	Precept – 3 rd payment	£60,967.00	

SALARIES AND WAGES

06.12.2019 – 05.01.2020	Salaries	£3914.96	
06.12.2019 – 05.01.2020	Tax & NI	£992.43	
06.12.2019 – 05.01.2020	Pensions	£944.59	

ACCOUNT BALANCES

09.01.2020	HSBC Business Account	£80,868.75
09.01.2020	HSBC Premium Account	£127,850.66

Cllr Manning asked about the raffle money that was collected at the Town Awards as it had not been included in the Accounts Receipts Section. The Town Clerk advised Cllr Manning that due to bank charges incurred when making a cash deposit the money had been used to purchase items for the Breakfast with Santa event, and that there were receipts available to view.

It was

PROPOSED by Councillor S O'Connor
SECONDED by Councillor M Colgan
RESOLVED - That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.

113 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

PLANED

Youth Representative

114 COMMUNITY ISSUES

Cllr Phillips - Road Repair Issues in the Town/pavement conditions. The Town Clerk suggested that she wrote to PCC highlighting these issues, all members agreed.

Cllr Manning suggested taking pictures of the areas and forwarding them on to PCC. Cllr Burrell commented that contacts PCC with any issues she has.

Cllr Phillips - issues along the back of Hawkstone Road e.g stones being thrown into gardens.

Cllr Kraus commented that 3 benches had been completed down at the Maritime Museum, however, to complete the remaining benches the wood would cost £180.00 and therefore asked if PDTC would donate the money. Cllr O'Connor advised Cllr Kraus that the correct

process would need to be adhered to enable PDTC to consider this request as PDTC cannot be seen to just giving out money for something. It was therefore agreed for the Finance committee to review this request to agree where the funds could come from within the budget.

Cllr Kraus also mentioned that there were a few events happening in the town over the next couple of months. Charterhouse Lifeboat Launch at the Maritime Museum on 14th February 2020 at 11 am. Murder Mystery Event at the Maritime Museum on 3rd April 2020.

115 MAYOR'S REPORT

None

116 VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

It was

**PROPOSED by Councillor M Colgan
SECONDED by Councillor P George
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.**

117 PRIVATE & CONFIDENTIAL

Human Resources Discussion

There being no other business the meeting was closed.