

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on **Thursday 5th December 2019**

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

IN ATTENDANCE:

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

The Mayor Cllr G Gordon Goff welcomed new Cllr Sean Davis to Pembroke Dock Town Council.

85 APOLOGIES FOR ABSENCE

Cllrs: P Kraus, T Wilcox

86 DECLARATIONS OF INTEREST

Cllr. J Beynon (Personal & Prejudicial) **Item 93** – Budget 20/21 V C Gallery, (Personal) **Item 91. (No.70)** Statutory Consultation - Welsh Medium Provision in Pembroke Area

87

GUEST SPEAKER – ABI MARRIOTT FROM PLANED

Abi Marriott gave a presentation about the Community Wellbeing and Resilience Project which had come into operation since the Future Generations Act had been introduced. PLANED had introduced this project to support local councils with new guidelines that will be coming into practice. This support will be free of charge.

It is a pilot project and to date 12 Councils are already involved.
Funding for the project ends in July.

Cllr Burrell asked what steps were needed to set up an agreement for the project Abi advised her that a contract would be set up between Pembroke Dock Council and PLANED. Cllr Burrell asked if a document could be drawn up by the next Full Council for members to discuss.

88 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None

89 CONFIRM MINUTES OF MEETING THURSDAY 7th NOVEMBER 2019

It was

**PROPOSED by Councillor G Manning
SECONDED by Councillor J Beynon
RESOLVED - That the Minutes of
Thursday 7th November 2019 are
adopted as a true record.**

**90 MATTERS ARISING FROM THE MINUTES OF THURSDAY 7th
November 2019**

**No. 74 Town Clerk's Report (Pg. 51) No. 58 Neighbourhood Policing
Team**

The Deputy Town Clerk advised members that two Officers had been invited to the January Full Council Meeting.

No. 74 Town Clerk's Report (Pg 52) No. 63 Sunderland Silhouette.

The Deputy Town Clerk advised members that arrangements for displaying the Sunderland Silhouette were all in hand. The relevant details required i.e Method Statement and Risk Assessment had been forwarded to PCC. for approval.

91 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

**70. Statutory Consultation – Welsh Medium Provision in
Pembroke Area**

Members were advised that Pembrokeshire County Council are consulting regarding the proposal to reorganise Welsh medium provision in the Pembroke area, and the consultation could be found at <https://www.pembrokeshire.gov.uk.have-your-say> for individual responses.

The consultation highlights the proposals for the following

- To establish a new 3-11 Welsh medium primary school to serve the Pembroke and Pembroke Dock area and
- To alter the medium of instruction at Golden Grove School

The preferred site for the new school if it was to go ahead would be the Old School Farm (Bush) to the south of Ysgol Harri Tudur In Pembroke.

As the document for the consultation is lengthy the Town Clerk had stated that she would like to try to avoid having to print copies. The email containing the details had been previously sent out to members, and therefore had encouraged Councillors to view the documents online and come to the Council meeting with their comments.

Cllr O'Connor started the discussion by commenting that he had a number of concerns about the proposals. A new primary school was not needed in the Pembroke and Pembroke Dock area as there is not an influx of children coming through. If new school is built as a Welsh medium school, it will be taking pupils from other Primary Schools which will put financial pressure on schools around the area. The main reason the County want to build this school is that the Welsh Government will provide the funding as long as it is Welsh speaking. It also says within the documents that they had an extensive consultation; 26 responses were received which did not represent an extensive consultation. There will be a lot of on costs to the Education system as the running costs of a new school will be in the same budget. The recruitment of Welsh

Language teachers is difficult, and it will have a major impact on the Welsh provision at Golden Grove School. The proposed site for the new school on the Ysgol Harri Tudur campus is an extremely poor area and the road that they want change into one way is unadopted. The best site to build a school would be in the farm area however, this area is used for non-academic pupils and therefore would lose their facility. The other site that the Council is proposing is on the Top Road and this site has major facilities that would have to be moved. The Head Teacher will still keep his Welsh speaking pupils as far as he is led to believe.

Cllr Beynon commented that as Cllr O'Connor had already said the Welsh Government would 100% fund a new Welsh Primary School given that the strategy is to have one million Welsh speakers by 2050. The revenue costs would not be funded therefore these would have to come out of the Local Authority Education Budget. The effect it would have on local schools in the area would be that Ysgol Gelli Aur (Golden Grove School) which has a Welsh/English provision, would then only cater for English speaking pupils as the Welsh speaking pupils would attend the new school.

Cllr Gwyther commented that he was concerned what parents of the children attending Golden Grove thought as he is not 100% sure that they understand what will happen if new school is built.

Cllr O'Connor said that a response should be sent from the Town Council stating that a new school is not needed in the area this was seconded by Cllr Burrell who also commented that the response should include concerns about the location, site and safety issues Cllr Beynon stated that he would be abstaining from voting as he had declared an interest on this item.

A vote was taken, and all members agreed that a response should be sent.

71. Floral Basket Quotes

The Deputy Town Clerk confirmed that as part of the budget process tenders had been sent out to organisations to gain quotes for the floral baskets around the town for 2020-2022. Only one quote had been received back from Hill Farm Nursery.

Pembrokeshire County Council were asked to quote but due to the number of baskets and the contractor which they use it would not be viable.

The Deputy Town Clerk asked if members agreed to accept the quotation.

It was

**PROPOSED by Councillor S O'Connor
SECONDED by Councillor P George
RESOLVED - That Pembroke Dock Town Council agree to accept the quotation received from Hill Farm Nursery for the three year period 2020 – 2022.**

A vote was taken by members and all agreed.

72. Installation of Christmas Lighting

The Deputy Town Clerk advised members the contract for the installation of Christmas lighting had come to an end and therefore had to obtain new quotes. The Town Council have been limited on the suppliers they can use for the installation due to the training required to work on street lighting.

The Town Council had received a quote from B Jones Electrical Contractor who had quoted for 2020- 2022, included within members papers for agreement was a copy of the quote.

It was

**PROPOSED by Councillor D Burrell
SECONDED by Councillor J Beynon
RESOLVED - That Pembroke Dock Town Council agree to accept the quotation received from B Jones Electrical**

Contractor the three year period 2020 – 2022.

A vote was taken by members and all agreed.

73. Dyfed Alarms – Fire Extinguisher Maintenance

The Town Clerk stated that as the Town Council had now purchased 28 Dimond Street we are now responsible for the fire extinguishers and maintenance of the extinguishers, therefore she had gained a quote from Dyfed alarms and Screwfix.

The quotes were as follows

Screwfix – purchase of 3 new extinguishers = £164.97

Dyfed Alarms – Purchase of 3 new extinguishers = £150.00

Screwfix does not offer maintenance, but Dyfed Alarms do at a cost of £72.00 plus VAT per year.

It was

**PROPOSED by Councillor G Manning
SECONDED by Councillor J Beynon
RESOLVED - That Pembroke Dock Town
Council agree to accept the quotation
from Dyfed Alarms plus the maintenance
package of £72.00 per year.**

A vote was taken by members and all agreed.

74. Letter of Thanks – West Wales Maritime Heritage

A letter of thanks had been received from West Wales Maritime Heritage with regards to the funding received from the Town Council for new gates.

75. Keep Britain Tidy – Were Watching you campaign to reduce Dog Fouling

The Town Council had been contacted by Keep Britain Tidy with regards to the above campaign, they are currently selling A3 glow

in the dark correx signage at £25 + VAT per sign. The Town Clerk had sent the information out to members previously and a few Councillors had come back and raised an interest in purchasing some of these signs.

The Town Clerk had made a few enquiries and the minimum order is 10 which would be a cost of £250.00 +VAT but Council are able to claim back the VAT. The Town Clerk asked members to confirm if they would like to go ahead with the purchase of the signs and confirm the locations they would like the signs to go.

Members discussed this item and they decided against the signs as, previous signs that had been put up had been vandalised and end up as litter themselves, enforcement officers are the only option issuing on the spot fines, it's all down to education. Contact PCC and ask how we could work together with them, to report repeat offenders for enforcement to follow up and issue fines to.

A vote was taken and all agreed.

76. Welsh Government Consultation – A more equal Wales – Commencing the Socio-economic Duty

The Town Clerk stated a priority for the Welsh Government is to take action to safeguard equality and human rights, one part of this is through commencing the socio-economic duty. This involves enacting Part 1 Section 1 of the Equality Act 2010- the Socio-economic duty. It will require specified public bodies when making strategic decisions such as deciding priorities and setting objectives, to consider how their decisions might help to reduce inequalities associated with socio-economic disadvantage.

It is proposed the duty will apply to the following public bodies,

- Welsh Ministers
- Local Health Boards
- NHS Trusts
- Welsh Special Health Authorities

- Local Authorities
- Fire and Rescue Services
- Welsh Revenue Authority
- National Park Authorities

A Consultation will run until 17th January 2020, which is looking to seek views from members of the public and key stakeholders on which public bodies should be captured by the duty and how the duty is implemented.

The consultation will be available at <https://gov.wales/equality-act-2010-commencing-socio-economic-duty>

77. Additional Community Governor – Grove School Pembroke

The Town Council had been contacted by Governing Body Services at Pembrokeshire County Council to notify them that there is a Vacancy for an Additional Community Governor at Grove School in Pembroke.

The Town Clerk had queried why this had been sent to Pembroke Dock Town Council and had the following response:

“At their last full Governing Body meeting, the Governors of Ysgol Gelli Aur/Golden Grove Community School resolved that when a vacancy for an additional community governor arose, we would contact both you and Pembroke Town Council, as well as two other minor local authorities, to request a nomination.”

The Deputy Town Clerk therefore asked for a nomination from this Council for the position to be considered by the current governing body at Grove School at their meeting in March 2020.

The nomination does not have to be a Councillor, but it does need to be someone closely linked with the Council.

There was a general discussion held however there was no nomination. It was suggested that the position was advertised on Pembroke Dock Town Council's social media pages and their website. It was further requested to bring it back to the January 2020 meeting to see if there was any further interest.

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

None

93 TO CONSIDER THE FINAL BUDGET FOR 2020/2021

Councillor Gwyther stated that before any discussion was taken on the outstanding items to finalise for the budget, he wished to state that he does not agree with the 12% increase that was being put forward as an increase to the precept.

Councillor O'Connor stated that as a Town Council we need to ensure that our Town is kept tidy and does not fall behind other towns in the area and this requires additional funding. Therefore the increase should be supported.

Councillor Gwyther stated that the increase should not be in one hit and should be done with gradual increases and Councillor Hall agreed with this approach.

It was stated that the increase equates to just over £6.00 per year / 50p per month for a Band D property and that residents would be able to see that the Town Council were supporting a lot for the town through this small increase.

**Items to Finalise in the Budget
Budget Head 105**

At the last meeting Councillor Wilcox informed members that play equipment had been identified for St Patrick's play area but this

needed to be installed by a verified contractor. It had been confirmed that this would cost £1,000 to install.

It was

**Proposed by: Councillor S O'Connor
Seconded by: Councillor D Burrell
Resolved: That the sum of £1,000 be added to the budget for the Installation of Play Equipment**

A vote took place with 10 Members voting for this proposal.

Budget Head 106

Nominal Code 1604 – Winter Festival

The Town Clerk had spoken with the organisers of the Winter Festival who had agreed for future meetings to take place with regards to the arrangements of the event. After discussion the costs were reviewed and it was stated that the group would look to local organisations for donations towards the event where they could. It was therefore proposed the costs could be reduced to £2,500.

It was

**Proposed by: Councillor D Burrell
Seconded by: Councillor G Manning
Resolved: That the sum of £2,500 be added to the budget for the Pembroke Dock Winter Festival**

VC Gallery

Councillor Burrell had met with Barry John from the VC Gallery to discuss the workings of the Pembroke Dock branch and gain a better understanding of what the hub offers. Councillor Burrell had kindly provided further information sent out with Members' papers prior to the meeting.

Councillor O'Connor stated that he did not agree with supporting this organisation as the Town Council had given them substantial help to

set up in the Town on the understanding that this was a one-off request for help to get them established and they would then seek funding to keep them running in the town.

Councillor Burrell stated that funding does not always exist for the organisation and furthermore they took on a large property within the town which does enhance our main street. The support from the Town Council would help secure the VC Gallery in Pembroke Dock as it is a valuable asset to the town. Councillor Burrell further stated that she was proposing the £6,000 specifically to help with their building rent.

Councillor Gwyther stated that he supported the idea however the organisation have funds of £80,000 and the information provided stated that they are good at obtaining grant funding. Councillor Gwyther stated that he wished to table an amendment of offering £2,000 to the organisation.

Councillor Hall stated that he was aware that the organisation is supported by local businesses in many ways including the use of a van and he further stated that he was also under the impression that the previous funding given by the Town Council was a one-off to help them starting up in the town. Councillor Hall stated that he agreed with Councillor Gwyther and would second the amendment put forward by him.

There was a further discussion which included the fact that the VC Gallery had stated that they would help in other areas of the town, for example if the Town Council adopted some additional greenspace in the town, the VC Gallery would commit to looking after this. After further discussion between Members

It was **Proposed by: Councillor P Gwyther**
Seconded by: Councillor B Hall

Resolved: That an amendment of offering £2,000 replaces the proposal by Councillor Burrell

Members voted on this with 7 Members for and 4 Members against. Therefore, the amended proposal of a grant of £2,000 for the VC Gallery to be held under a separate nominal code and for no Service Level Agreement was tabled;

It was **Proposed by: Councillor P Gwyther**
Seconded by: Councillor B Hall
Resolved: That the sum of £2,000 be added to the budget for the VC Gallery under a separate nominal code

Members voted on this proposal with 11 Members voting for and 2 Members voting against.

Pembroke Dock Quins Carnival

94 The Town Clerk had contacted the Quins Committee to see what the plans are for next year's carnival, they commented that they are hoping to run a similar event to 2019 and with the funding from the Town Council, it is likely the event would not run as it cost just over £3,000 for 2019 and they anticipate the costs to be nearer £4,000 in 2020.

Councillor Gwyther asked if we had received a breakdown of exactly how the costs of the carnival are made up to £3,000 as there were only 4 floats, it seems quite a lot of money. There followed a general discussion around whether support should be given by the Town Council without some more detailed information around the costs incurred by the Quins for the event. Councillor O'Connor reminded Members that unless the money was allocated in the budget at this meeting, which is what actually was being discussed, then it would not be available at a later date in the new financial year. It was suggested by Councillor Beynon to increase the general donations

nominal code by £2,000 in the budget and he put this forward as an amendment to the original proposal. Additional information could then be sought from the Quins Committee as part of a general financial support application and a decision on the level of support could be decided by the finance committee at a meeting over the coming months.

It was **Proposed by: Councillor J Beynon**
Seconded by: Councillor D Burrell
Resolved: That the budget for general donations was increased by £2,000 to £12,000

Members voted unanimously to accept this amended proposal.

ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

Cllr Hall left at 7.51pm

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

LOUISE SANDERS CHARITY

Cllr Pam George commented that they had received two applications and both applicants were awarded a grant donation.

96 FINANCIAL REPORT

[ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
24/9/19	Royal British Legion – 4 x poppy wreaths	£84.00	CHQ 100350
6/11/19	Clarity Copiers – printing & copying charges	£61.34	
7/11/19	Google Ireland – App	£6.60	

	Usage		
7/11/19	JPP Milton Keynes Ltd – PDTC Diaries 2020	£288.00	Debit Card
12/11/19	Pembs Fire Spinners – Lantern Parade Event	£100.00	
13/11/19	1&1 Internet – Website Fee	£71.96	
13/11/19	Gear Geek Ltd – colour toner cartridges	£33.61	Debit Card
14/11/19	British Gas – Office Electricity Bill	£58.49	Debit Card
18/11/19	Brian Jones – Installation Christmas Lights	£4,764.00	
18/11/19	Philip Beynon – Repair Electric Socket	£25.00	
21/11/19	SWALEC – Memorial Lamp Supply	£77.81	
22/11/19	S Scourfield – Audio Cable (Town Awards)	£24.99	
22/11/19	S Scourfield – Stationery Items	£14.50	
22/11/19	S Scourfield – Lantern Parade Items	£16.00	
25/11/19	Pembroke Dock Quins – Town Awards	£200.00	
26/11/19	British Gas – Office Gas Bill	£63.40	Debit Card

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

Date	Description	Amount	Payment Method
8/11/19	Pater Hall Trust – Grant	£4,000.00	BACs

12/11/19	Sunderland Trust – Grant	£2,000.00	BACs

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
21/11/19	Pembrokeshire County Council – hire of meeting room at 28 Dimond Street	£62.50	

SALARIES AND WAGES

06.11.2019– 05.12.2019	Salaries	£3,833.52
06.11.2019 – 05.12.2019	Tax & NI	£935.80
06.11.2019 – 05.12.2019	Pensions	£920.10

ACCOUNT BALANCES

28.11.2019	HSBC Business Account	£36,803.16
28.11.2019	HSBC Premium Account	£127,799.39

It was

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

- Community Governor Grove School, Pembroke
- PLANED Agreement

98 COMMUNITY ISSUES

Cllr Burrell - concerns that the bridge behind Pembroke Dock Youth Club was damaged. It had been reported

Cllr Davis – Tyre tracks close to the bandstand at Western Way an issue. Cllr Manning stated that this had been reported.

Cllr Anderson – Graffiti around the town.

Cllr J Phillips – Leaves on pavements. Contact PCC for an update on their road sweeper machine/manpower as Cllr O’Connor stated that it was not acceptable to say that they had no replacement driver for the road sweeper machine.

Cllr Burrell commented that if Councillors have any community issues then they should be reporting it themselves and keep reporting them if they have not be addressed. Cllr Gwyther completely agreed with Cllr Burrell

99 MAYOR’S REPORT

The Mayor commented that the Pembroke Dock Town Council Town Awards evening was very successful, and also he was honoured to have been invited to St John’s Community Hall 20 Yr anniversary.

Christmas events in Pembroke Dock are:

Lantern Parade and Hot Dogs/hot chocolate on Friday 6th December 2019.

Breakfast with Santa on Saturday 7th December 2019.

Pembroke Dock Town Council Christmas Dinner on Friday 13th

100 December 2019

VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

It was

PROPOSED by Councillor J Beynon

SECONDED by Councillor S O’Connor

101

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

To Confirm Private & Confidential Minutes of Thursday 7th November 2019

It was

**PROPOSED by Councillor J Beynon
SECONDED by Councillor S O'Connor
RESOLVED - That the Private &
Confidential Minutes of the Meeting
held on Thursday 7th November 2019 are
adopted as a true record.**

There being no further business, the meeting was closed.