

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 3rd October 2019

PRESENT: Cllrs: G Manning, J Beynon, D Burrell, J George, B Hall, T Judkins, P Kraus, S'O Connor, J Phillips, T Wilcox

IN ATTENDANCE:

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

54 APOLOGIES FOR ABSENCE

Cllrs: G Anderson, M Colgan, P George, G Goff (Mayor)

55 DECLARATIONS OF INTEREST

None

56 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

The Town Clerk read out an email she had received from a concerned resident regarding the increased amount of traffic at Essex Road, Pembroke Dock.

Hi Sarah,

I would like it put on the agenda for your next meeting on October 3rd my concern over the hideous volume of traffic we as residents are suffering in Essex Road, it is constant , noisy, disturbing our normal

peace and quiet, it is becoming unbearable and lately now increased through PCC bin lorries using our road as a short cut to and from Pembroke Dock, Police and Ambulance services are also speeding past with their sirens blaring, whilst I probably can't stop cars and vans using our road as a 'rat run' I feel the aforementioned categories of vehicles should be ceased immediately to reduce this overwhelming amount of traffic on our residential road.

There is Pembroke Haven residential care home to consider also, there are a number of self catering units only one metre from the road there who are obviously suffering whom I will be consulting with this week, so as a start I wish these three authorities to be contacted and my views relayed to them through Pembroke Dock Town Council, I would also like my complaint discussed by all councillors please, I may attend your next meeting on October 3rd at 6.20pm to speak to the councillors, I will confirm that nearer the time

Regards

Kevin Higgs

Councillors discussed this matter and it was decided to contact PCC regarding the issue with the bin lorries. However, they stated that you could not stop the emergency vehicles using the route. A member of the public who worked for the Ambulance Service was in the public gallery and they commented that sirens and flashing lights were only used when responding to life threatening calls and their sat nav will always show the quickest route and therefore depending in what direction the ambulance would be travelling this could lead them to travelling along Essex Road.

57 MINUTES OF MEETING THURSDAY 5th SEPTEMBER 2019

The Town Clerk advised members that for accuracy purposes it was Cllr P Gwyther who proposed that members' allowances should be publicised on the Pembroke Dock Town Council website not Cllr D Burrell re: the Freedom of Information Policy.

It was then

PROPOSED by Councillor B Hall

SECONDED by Councillor J George

RESOLVED - That the Minutes of Thursday 5TH September 2019 are adopted as a true record.

58 MATTERS ARISING FROM THE MINUTES OF THURSDAY 5th September 2019

Pg. 35 – (No. 50) – Community Issues – Derelict House – Bush Street/Gwyther Street

Cllr Burrell asked the Town Clerk what the situation was regarding the Derelict House. The Town Clerk commented that she had contacted PCC and they advised her that they were monitoring the situation.

59 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

42. Marine Energy Wales

The Town Clerk commented that Marine Energy Wales had asked if members of the Council would like to meet with them to discuss their plans. They were unable to attend the meeting on 3rd October so offered to attend the offices of the Town Council on 9th October at 11am which would be before their session which was being held at the Bridge Innovation Centre.

Unfortunately, there were a lot of members who were unable to attend the morning session at the Council Offices, so it did not go ahead. The Town Clerk advised members that there were sessions being held at the Bridge Innovation Centre on 9th October and there would also be a session held in Pembroke Town Hall 3-7pm for anyone wanting to attend.

Cllr Manning commented that he had recently attended a META Energy meeting. He advised members that he would be contacting the contractors for more information regarding their proposal which included direct access to the waterway and filling in the pickling pond. He would also be contacting PCC as they had applied for planning permission to extend their waste facility operation in the same area and therefore wanted clarification of their application.

43. Plant Dewi Hub - Annual Report 2018/2019

The Town Clerk had received the above document from Plant Dewi, the document included information on what they had done and the projects they had been working on. She advised members If anyone would like a copy of the document, to please let her know.

Cllr Beynon proposed that a letter should be sent to Plant Dewi congratulating them. All members agreed.

44. Council Christmas Dinner

The Town Clerk had provided a number of menus from local establishments within Pembroke Dock for members to decide where they would like to have their Christmas Dinner this year.

The Town Clerk asked members to let her know where they would like to go, so that she could start to confirm menu choices and numbers, Members agreed that they would like to go to the Shipwright.

45. Viking Scout Explorer - Tree Planting

The Town Council had received an email from the Scout Explorer group who are looking to plant some trees in and around Pembroke Dock. They asked if the Town Council would be willing to fund the purchase of some of the trees. They had suggested a Native Silver Birch @ £7.86 each. The Town Clerk asked for members' comments.

Cllr Burrell commented that PDTC should support this project and ask PCC for relevant locations where they could be planted. Cllr O'Connor commented that PDTC should contact the Scout Explorer Group to ask how many trees they were thinking of and when they would like them planted.

46. Freedom of Pembroke Dock - 26th June 2020

The Town Clerk advised members that she and Councillor Manning had recently met with the Welsh Guards to discuss the possibility of

presenting the Freedom of the Town. This suggestion was welcomed so it was planned for the event to take place on Friday 26th June 2020. There will be further updates for Council in the coming months.

47. Recommendations from Personnel Committee

- **Health & Safety Risk Assessments and Fire Evacuation Plan**

The above document had been attached for approval, it had been reviewed by the Personnel Committee and recommended for approval. All Councillors and staff would need to sign to state they understand the documents. The Town Clerk asked for members approval to adopt the Risk Assessment and Fire Evacuation Plan.

It was

PROPOSED by Councillor T Judkins

SECONDED by Councillor J Beynon

RESOLVED - That Pembroke Dock Town

Council agree to adopt the Health & Safety Risk Assessments and Fire Evacuation Plan.

- **Subsidising costs of eye tests for staff**

The Personnel Committee had discussed risks and ways to alleviate any issues, it was suggested that the Town Council should look at subsidising the costs of eye tests for staff members who are using computer screen equipment for long periods of the day.

The Town Clerk asked for members' comments on this item. Are members happy for costs to be investigated and reviewed for the next budget round?

A vote was taken by members and all agreed that the Town Clerk should investigate and review the cost.

48. Christmas Opening Hours

The Town Clerk proposed that the office closed at 1pm on Friday 20th December and reopens on Monday 6th January 2020 for the Christmas period. The first meeting of Full Council in 2020 would be on Thursday

16th January 2020.

The Town Clerk asked for members' comments.

It was **PROPOSED by Councillor J Beynon**
SECONDED by Councillor T Judkins
RESOLVED - That Pembroke Dock Town
Council agree to accept The Town Clerk's
proposal for Office Christmas Opening
Hours.

A vote was taken by members and all agreed.

49. Action Plan Meeting

The Town Clerk stated that the next action plan meeting of the Council would take place on Thursday 17th October at 6pm. The session will be facilitated by Councillor Dilys Burrell.

If members were unable to attend, the Town Clerk asked members to contact her.

Cllr Burrell commented that PLANED had been in contact as they were keen to be involved and therefore perhaps could use their sources to gain extra help and also to promote what Pembroke Dock Town Council had produced in the public domain. The Town Clerk commented that within the paperwork she received there was a list of costs and asked if could be confirmed that there would be no cost, Cllr Burrell confirmed she would check.

Cllr O'Connor asked members if they could bring any ideas/projects to the offices as soon as possible in order for them to be looked at during the budget process.

50. Finance Committee recommendations

The Town Clerk stated that the Finance Committee had recently met to

discuss recent grant applications. Below were the following applications received and recommendations from the Committee.

If this was agreed it would leave £5875 in the donations fund for the last allocation in January 2020.

Organisation	Amount requested	Amount Recommended	Reason
Pembroke Borough AFC	£500	£500	Assist funds to purchase a new mower
Pembroke Dock Cricket Club	£250	£250	Provide kit bags to the children part of All Stars programme. Extend the programme for 8 weeks.
Credit Union	£500	£250	Part fund administration of school savers scheme in local schools. Teaches children financial management and responsibility with money.
Elly's Flag Appeal	£ANY	£100	To provide items for Patients, Staff and Visitors of Ward 10. Also, to show the support of Pembrokeshire Town Councils for Elly's Ward 10 Flag Appeal and for

			Improved Cancer Services for the County of Pembrokeshire. Elly's Appeal has raised the profile of the essential service which is required by people throughout Pembrokeshire
West Wales Maritime	£600	£500	To provide new access gates for the yard.
Total Amount of funding	£1,250	£1,600	

Before this item was discussed the Town Clerk stated that the total amount of funding requested should be £1,850.00 not £1,250.00.

Pembroke Borough AFC

It was

PROPOSED by Councillor S O'Connor
SECONDED by Councillor P Kraus
RESOLVED - That Pembroke Dock Town Council agree to pay the sum of £500.00 as recommended by the Finance Committee to Pembroke Borough AFC under Local Government Act 2000, s.2.
Pembroke Dock Cricket Club

It was

PROPOSED by Councillor T Wilcox
SECONDED by Councillor B Hall
RESOLVED - That Pembroke Dock Town Council agree to pay the sum of £250.00 as

**recommended by the Finance Committee to
Pembroke Dock Cricket Club under Local
Government Act 2000, s.2.Credit Union**

It was

**PROPOSED by Councillor J Beynon
SECONDED by Councillor T Wilcox
RESOLVED - That Pembroke Dock Town
Council agree to pay the sum of £250.00 as
recommended by the Finance Committee to
Credit Union under Local Government Act
2000, s.2.Elly's Flag Appeal**

It was

**PROPOSED by Councillor P Kraus
SECONDED by Councillor J George
RESOLVED - That Pembroke Dock Town
Council agree to pay the sum of £100.00 as
recommended by the Finance Committee to
Elly's Flag Appeal under Local Government
Act 2000, s.2.**

West Wales Maritime Museum

It was

**PROPOSED by Councillor G Manning
SECONDED by Councillor J Beynon
RESOLVED - That Pembroke Dock Town
Council agree to pay the sum of £500.00 as
recommended by the Finance Committee
to West Wales Maritime Museum under
Local Government Act 2000, s.2.**

The purchase of 28 Dimond Street had been completed but the current budget did not currently have a code for the transaction, it is therefore proposed that a new code is allocated to the budget, this will ensure the detail of the purchase through the Town Council accounts is transparent and clear.

If members agree there will be a new code added to the budget which will be the following

1408 – Building Purchase - £60,000

The loan which has been paid into the Town Council bank will be journaled into the new code.

The Town Clerk asked members agreement on this proposal.

It was

**PROPOSED by Councillor G Manning
SECONDED by Councillor B Hall
RESOLVED - That Pembroke Dock Town
Council agree to code 1408 – Building
Purchase £60,000 to be added to the
budget.**

The Committee would be budget setting during the next few months, if members had anything, they would like to be included within the budget the Town Clerk asked members to please contact her as soon as possible.

51. Road Closure – Fort Road

The Town Clerk advised members there would be a temporary road closure from the exit of South Pembs Hospital along to Fort Road carpark, this is to allow for the replacement of the sewerage covers.

Included within members' papers was a copy of the notice and plan. The closure would be effective from 28th October 2019 for a period of 4 weeks.

52. 3rd Pembroke Sea Scout Visit

The Town Clerk had received a request from the 3rd Pembroke Sea Scouts to visit the Town Council offices to speak with Councillors as part of Parliament Week. The visit to the offices had been confirmed for

Wednesday 6th November at 6pm, and therefore commented that she would be grateful for volunteers for the night to talk to the scouts, there would be approximately 35 children in attendance

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

53.Accounts for 2018/2019

Notification had been received from the Auditor for Wales that the accounts for Pembroke Dock Town Council had been verified as unqualified.

There were 2 items which they had raised within the report. These were:

- **Box 6** – The Council received a credit note of £47, the credit note was correctly included within the receipts, however it was also deducted from payments. Therefore box 6, Total other payments is understated by £47. The correct figure should read £90,691 and it should be restated in next year's return.
- **Box 1** – Box 1 on the accounting statement read £114,482 for 2018/2019 on the annual return. The Council confirmed that it should read £114,32 to agree with box 11 for 2017/18. In future the Council should ensure that boxes 7 and 11 agree prior to submission.

The Town Clerk advised members that in bullet point 2 (Box 1) the figure should read **£114,382** to agree with box 11 for 2017/18 not **£114,32**.

54.Pembroke Dock Community School – Traffic and parking

The Town Clerk advised members that she had received concerns with regards to the amount of traffic which is trying to navigate the carpark and surrounding roads in the area during pick up time. The concerns are

relating to emergency vehicles accessing the area as vehicles are parking inappropriately, and therefore she will be highlighting the issues with the local policing team and also the headteacher of the school as this is something which is putting others at risk.

It had also been highlighted that parents are parking in between the trees located on the access road to the Memorial Park, the County Council had previously erected plastic bollards, but these had been removed. With the cars parking on this area, they are damaging the ground and weakening the roots of the tree. This is an unadopted road, so it is difficult to get action through the County Council.

Cllr Beynon commented that the Head Teacher had spoken to the parents about this issue. Cllr O'Connor commented that there should be stronger police management/enforcement officers, unfortunately this seems to be a problem with every school. Parents should be encouraged to walk their children to school.

Cllr Burrell suggested contacting PCC to ask for enforcement officers to attend the site and Cllr Manning suggested contacting the police regarding this issue.

Cllr Burrell commented that the Friends of the Memorial could discuss install railings along that area and approach PCC to share the cost. Cllr Wilcox suggested asking a member of staff to physically put barriers in place to stop cars using the access road to the Memorial Park. Cllr Hall thought a good idea would be to close the gates at specific times such as; 8.30 am and 3.15 pm.

55. Central Ward Elections

The Town Clerk had received notification that there would be an election for Central Ward which would take place on 7th November. Nomination papers must be returned by 11th October 2019.

As members were aware the cost of the election would be charged to the Town Council. Official poll cards are not compulsory for community

council elections, they would however be issued if requested by your council. The request to issue poll cards must be received by 12.00noon on the last day for nominations, the 11th October.

The official poll cards would include the address of the polling station, the date of the election and the hours of the poll and would be sent to all persons included in the current electoral register for the Central ward. It is difficult to be precise as to the exact cost, however, the electorate for the Central ward is currently 1100, therefore poll cards would cost approximately £682. Poll cards would be sent out on during the week commencing the 17th October.

The Town Clerk asked for members agreement for polling cards to be sent out to the electorate in Central Ward.

It was

**PROPOSED by Councillor S O'Connor
SECONDED by Councillor D Burrell
RESOLVED - That Pembroke Dock Town
Council agree to polling cards being
sent out to the electorate in Central
Ward.**

56. Remembrance Parade – Police attendance

The Town Clerk had been informed that due to changes which had taken place in Pembroke Dock Police Station there would be no PCSO presence at the service and parade.

Normally the police would cover any traffic management required for the event but if the police are not in attendance, we would require a traffic management company to be in attendance which would be at a cost for the council.

Another area of concern with regards to the Police was that they sent a PCSO to attend a meeting with the Welsh Guards to discuss security and management of the event. This meeting should have been attended by a

higher-ranking officer who could provide the relevant support and information.

The Town Clerk commented that she would like to suggest that a letter is sent to the Chief Inspector or Police Commissioner to raise these concerns and discuss further.

Members all agreed with the Town Clerk's suggestion.

57. Mid and West Wales Fire and Rescue Service – Draft Corporate Plan

The Town Clerk commented that Councillors had been invited for views on their proposals for improvement within the Draft Corporate Plan 2020-2025.

The plan is available on the website, please see link below
<http://www.mawwfire.gov.uk/English/About/How-We-Do-It/Pages/Through-Our-Plans.aspx>

The Town Clerk advised members a paper copy was available at the office. She needed comments on the document by the next meeting of Full Council which would be on Thursday 7th November.

61 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

Cllr Manning raised concerns about the cobbled pavements in Dimond Street, bottom of Meyrick Street and Gordon Street area. He stated that they should be removed and replaced with tarmac. Cllr Judkins suggested finding out the cost for this work to be done.

Cllr Wilcox commented that the NRW had produced a consultation document in respect of the proposed Waste Facility application in the Dockyard and hoped that members would take the time to complete the document.

62 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES

SERVING ON OUTSIDE BODIES

PPG Meeting

Cllr O'Connor commented that he would be attending a meeting soon and if there were any items that members would like raised to contact him.

Town Team

Cllr Burrell commented that the Town Team would be receiving the European Funding they applied for re: a Tourism Study very soon. Tourism consultants will be working with the Town Team looking at operating a variety of workshops.

Seafair Haven have submitted an application for an Enhancing Pembrokeshire Grant in order to arrange for a Tall Ship to visit Pembroke Dock.

Friends of the Memorial Park

Cllr Burrell stated that the Friends of the Memorial Park AGM was held on September 20th 2019. To date their was a sum of £45,000.00 in their account and hopefully by the end of the year this will rise to £50,000.00, and they would also be resubmitting their bid for £150,000.00. If the bid was unsuccessful they have enough money to complete the 1st Phase.

63 FINANCE REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
23.08.2019	Post Office - Members Papers Postage	£13.50	DEBIT CARD
23.08.2019	Bank Charges to 01.08.2019	£6.30	
03.09.2019	British Gas – Gas Bill	£154.78	
04.09.2019	Google Ireland – App Usage	£6.60	DEBIT CARD
06.09.2019	One Voice Wales - Consultancy Fees	£180.00	

06.09.2019	Clarity Copiers – Office Printing	£63.58	
06.09.2019	Festive Lighting Co	£2815.08	
06.09.2019	Festive Lighting Co	£4584.06	
09.09.2019	Hampshire Flag Company (Halyard) Flag Poles P. Hall	£52.19	DEBIT CARD
10.09.2019	Dwr Cymru – Welsh Water – Office Water Rates	£61.52	DEBIT CARD
13.09.2019	Zurich Insurance – Annual Office Insurance	£190.02	
16.09.2019	British Gas – Office Electricity Bill	£58.98	DEBIT CARD
19.09.2019	Asda – Office Sundries	£6.19	
19.09.2019	Postage – Alexandra Workwear	£14.75	DEBIT CARD
20.09.2019	Cariad Cool Water Ltd – Sanitisation , Maintenance & Rental fee	£41.14	
20.09.2019	Cariad Cool Water Ltd – Office Water	£13.49	
23.09.2019	British Gas – Office Gas Bill	£27.42	DEBIT CARD
23.09.2019	Screwfix – Sunderland Silhouette Project	£15.28	
23.09.2019	Rabart Decorators – Sunderland Silhouette Project	£38.84	
23.09.2019	Talbot Timber – Sunderland Silhouette Project	£85.03	
23.09.2019	Bank Charges to	£5.50	

	01.09.2019		

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

Date	Description	Amount	Payment Method
02.09.2019	RT Ebrey/Monkton Cars – Office Rent	£300.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
29.08.2019	PCC 2 nd Precept Payment	£60,967.00	
11.09.2019	PWLB Loan (28 Dimond Street)	£48,975.00	

SALARIES AND WAGES

06.09.2019– 05.10.2019	Salaries	£3206.70
06.09.2019 – 05.10.2019	Tax & NI	£561.49
06.09.2019 – 05.10.2019	Pensions	£737.24

ACCOUNT BALANCES

26.09.2019	HSBC Business Account	£122,131.18
26.09.2019	HSBC Premium Account	£127,748.15

It was

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

64 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

None

65 COMMUNITY ISSUES

Cllr Kraus commented that PDTC had supplied the wood to repair some damaged benches. 2 No benches were completely finished, and there were benches in the Waterloo Council Yard that needed to be looked at. Library Wall – Futureworks and Dewi Project had offered their services to help paint the wall. He asked members what colour they would suggest to paint the railings on the boundary wall which was burgundy. It was decided that black would be the best option.

Cllr Wilcox left at 7.45 pm, Cllr Beynon left at 7.45 pm

66 MAYOR'S REPORT

The Mayor had attended the following events:

- Merchant Navy Commemoration Service – Tower Hill, London
- Macmillan Coffee Morning – Town Council Offices

Cllr Judkins thanked the Mayor and members of staff for representing Pembroke Dock Town Council at the Merchant Navy Commemoration Service.

Deputy Mayor Cllr Manning had attended the following events during the month.

- Meta Energy Meeting
- PLANED event at Scolton Manor

- Opening of Haverfordwest Fair

67 VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

It was **PROPOSED by Councillor S O'Connor**
SECONDED by Councillor P Kraus
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.

Cllr Hall left at 7.51pm

68 PRIVATE & CONFIDENTIAL

Job Evaluation and Review of Salary Scale, Probationary Period for Town Clerk and confirming P&C Minutes of Thursday 5th September 2019.

Confirming Private & Confidential Minutes of Thursday 5th September 2019

It was **PROPOSED by Councillor T Judkins**
SECONDED by Councillor D Burrell
RESOLVED - That the Private & Confidential Minutes of the Meeting held on Thursday 5th September 2019 are adopted as a true record.

There being no other business the meeting was closed