

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 4th July 2019

PRESENT: Cllrs: G Goff, G Manning, J Beynon, D Burrell, M Colgan, J George, P Gwyther, B Hall, M Murton, S'O Connor, T Wilcox

IN ATTENDANCE:

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

24 APOLOGIES FOR ABSENCE

Cllrs: G Anderson, P George, T Judkins, P Kraus, J Phillips

25 DECLARATIONS OF INTEREST

Cllr J Beynon – Personal and Prejudicial (Item 29, No. 7, Hywel Dda CHC Reports)

26 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Milford Haven Port Authority Staff attended and gave a presentation on their “Application for a Temporary Storage Permit at Pembroke Port”.

Please see Appendix 1 attached.

Cllr Beynon asked about outside storage, what would happen to the waste, quarantine skips and odour and smells. Mr Chris Oliver commented that the number of controls in place compared to previous operation is immense. The odour atomisers will be omitting oil based

neutrilisers and they will be running throughout the daylight hours. A huge investment is being made to make sure everything was in order from the beginning to the end of the process.

Cllr Hall raised his concerns and wanted to clarify that PCC were not involved with this operation.

Cllr Wilcox commented that this would most certainly affect Cruise Ships visiting Pembroke Dock. He then asked about the timescale of a ship leaving the port. It was stated that this could not be not be answered specifically until a contract was put in place however this would be a priority.

Cllr O'Connor commented that it states that an experienced team will be operating the site and that the regular odour, fly and site condition survey would be a 24/7 operation. He was advised that it would be an experienced team as the team had worked on the previous operation, and also during the day the odour, fly and site condition would be monitored by operators and during the night it would be trained security members monitoring the site.

Cllr Burrell commented that she had major concerns that this operation was situated in the middle of the Town, the mention of a five-week turnaround for the waste and the visual impact it would cause. Mr Oliver commented that there was a larger successful waste facility operating at Warren Point in Northern Ireland within close proximity to a residential area.

Councillors questioned the length of time bales would be at the quayside waiting to be exported. They were advised that they would be transported to the quayside when a boat was due to dock. There are three quays on site however quay one would be the most appropriate to use.

Cllr Manning commented that he was concerned about the close proximity of waste being stored to residential areas, he hoped that the

list of controls that had been produced in the presentation had been tried and tested elsewhere and the employees would be fully trained from day one. He was advised everything had been completely tested at the facility situated in Northern Ireland and the correct training procedures would have been completed.

Mr John Lloyd who was seated in the public gallery raised concerns about the current condition of the roads leading to the waste facility site as there could be a considerable increase in amount of traffic daily/weekly.

27 MINUTES OF MEETING THURSDAY 30th MAY 2019

It was

PROPOSED by Councillor G Manning

SECONDED by Councillor J Beynon

**RESOLVED - That the Minutes of Thursday
30th May 2019 are adopted as a true record.**

28 MATTERS ARISING FROM THE MINUTES OF THURSDAY 30th May 2019

There were no matters arising.

29 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

19 Review of Polling Districts and Polling Places

The Town Clerk had received notification from Pembrokeshire County Council that they are carrying out a review of the polling districts and polling places in Pembrokeshire. The purpose of the review was to ensure that all polling districts and polling places are, as far as possible, suitable and accessible to all voters.

For Pembroke Dock this would mean the following ward boundaries would change - Central Ward, Llanion Ward, Pennar Ward. The new proposed boundaries had been attached for members to view.

Market Ward would remain unaffected by the change. The public consultation would run from 3rd June to 26th July. The Town Clerk

asked members to please confirm if they would like to respond as a Council to the Consultation.

Members discussed this item and put forward the following comments

- Proposals not well balanced
- Proposed boundaries do not reflect the current communities very well
- Should the railway line not be used as a natural barrier?

The Town Clerk commented that she would send out the consultation document to all members to complete individually.

20 Town Council Action Plan

The Town Clerk stated The Action Plan Committee had recently met to discuss the process of forming an Action Plan for the Town Council. She commented that as members were aware it was agreed that an external facilitator would not be used on this occasion and the work would be completed in house.

The Town Clerk commented that she had sent out to everyone a proforma to ask for ideas from Councillors, and a meeting would be held on 25th July 2019 at 6pm to discuss the ideas and give Councillors the chance to present and give more information on ideas which they felt were important. She commented that she had set a wall in the meeting room for the information to be presented so the information can be viewed by everyone in the hope this helps to draw more ideas out.

The Town Clerk commented that she would like to encourage members to complete the proformas before the meeting on 25th July and hand them back to her. Once this meeting had been held, businesses and residents would be consulted.

21 Letters of Thanks for Funding

The Town Clerk advised members that she received letters of

thanks for the funding received from, Pennar Community Hall, Special Needs Gym Club & Pembroke Dock Friendship Club.

22 Open Spaces Society – Annual General Meeting

The Town Clerk had been informed by The Open Spaces Society that they would be holding their Annual General Meeting on Thursday 11th July 2019. If members required more information the Town Clerk asked them to contact her.

23 Residents/Town Guide

The Town Clerk had been approached by the Pembroke & Pembroke Dock Observer to produce a Residents/Town Guide; it will be produced free of charge to the Town Council. The printing of the booklet would be covered by advertising which the Observer would manage. All the Town Council have been asked to do is provide the editorial and pictures. Members agreed it was a good idea to have a guide for the Town and agreed to go ahead with the proposal.

The Town Clerk advised members that she had pulled together bits of information for the guide but if there was anything members would like to include in the booklet please let her know.

24 Town Awards

Nomination forms had been put together for the Town Awards the date of the awards evening will be set at a later date. The Town Clerk advised members that if they would like to nominate someone forms were available from the Town Council offices, she would also send them out via email. The Town Clerk had included within members papers a copy of the nomination form and a copy of the poster to advertise the event. The deadline for nominations is Friday 9th August 2019.

The Town Clerk asked members who are on governing bodies to please spread the word amongst the schools to see if there were any students who would be deserving of an award.

The Town Clerk asked members to confirm if they would like a committee set up to review the nominations received and proposed that the awards evening takes place end of August beginning of September.

A discussion took place and two proposals were brought to the table and also a suggestion to split awards into categories.

1. Nominations reviewed by Full Council proposed by Cllr O'Connor seconded by Cllr Murton. (Cllr Beynon suggested if this proposal was passed that the nominations were reviewed in a Private and Confidential Meeting).
2. A committee set up to review the nominations proposed by Cllr Beynon seconded by Cllr Murton.

A vote was taken on No.1 and members voted: 8 for 3 against

It was

**PROPOSED by Councillor S O'Connor
SECONDED by Councillor M Murton
RESOLVED – That Pembroke Dock
Town Council agree to Full Council
reviewing the Town Award
Nominations at a Private and
Confidential meeting.**

25 Hywel Dda CHC Reports

The Town Clerk had received a number of reports from Hywel Dda CHC with regards to recent consultations undertaken. They related to the following

- Awareness of urgent care services amongst students – Trinity St Davids University
- One simple thing; Communication in the NHS
- Phlebotomy Clinic- Prince Phillip & Antioch Centre, Llanelli
- What it is like being cared for on Cadog Ward – Glangwili Hospital

- Visits to Diabetic outpatient Clinics – Glangwilli, Bronglais, Withybush & Prince Philip Hospitals

The Town Clerk advised members if they wished to view any of the reports please let her know and she could forward or print copies.

26 Front Street Gun Tower

The Town Clerk commented that there had been progress with regards to a community group being formed to take over the Gun Tower, the group which Councillors' Burrell and Beynon are involved in are currently in discussions with Pembrokeshire County Council with regards to a way forward.

The Town Clerk passed over this item to Cllr Beynon for his comments.

Cllr Beynon commented the Property Department at PCC were asking for a 10% non refundable deposit of the sale price and that this had been accomplished, they would then allow 12 months for the group to buy the Gun Tower.

In order to raise the remainder of the sale price Cllr Beynon stated that they had been looking at community shares and as Cllr Burrell had been researching this option then she would explain how it would work.

Cllr Burrell advised council how the deposit had been accomplished i.e. a large amount from the Town Team, Chamber of Trade and private donations. The Town Team are hoping they will be able to replenish some of the funds they have contributed towards the deposit through a fundraising campaign.

Cllr Burrell had been receiving advice from Community Shares Pembrokeshire and the community share idea would work as follows:

Members of the community either local or further afield would be given the opportunity to buy a share in the community project hopefully raising enough money to purchase the Tower and bring it up to a position to make a small operating profit e.g using the Tower as a multifunctional space such as camping out which Churches and Chapels are doing quite effectively around the UK and private hire to gain a small profit in order to continue with the ongoing maintenance.

Cadw and Heritage lottery grants would be applied for to carry out major work on the Tower. Upfront costs would include obtaining thorough surveys on the bridge and Tower. Consultations have taken place with experts.

The Town Team would hold the money received from the purchase of shares in trust until such time a Community Benefit Society was set up.

Cllr O'Connor asked if the shares purchased would be tradeable. Cllr Burrell commented that they would not be tradeable. The minimum share price would be £50.00 however a maximum price had not been decided. It would be 1 member 1 vote. Cllr O'Connor then asked that as it would be owned by a Community Benefit Society and the Tower was a listed building who would responsible if a major issue arose. Cllr Burrell commented that it would be responsibility of the Community Benefit Society and if they could not resolve the issue then the Tower would have to be sold.

Cllr Manning strongly urged any discussions or agreements that take place with PCC legal advice is sort and he also felt that PCC should have contacted the Town Council to give them or anybody else in the Town the opportunity to acquire the Tower before advertising it.

Cllr Manning asked for permission from members to contact PCC to ask the question "Why the Town Council was not given the opportunity to acquire the Tower, before any decisions were

made". This was seconded by Cllr Burrell. Cllr Beynon commented that he also supported Cllr Manning's proposal.

A vote was taken by members and all agreed.

Councillor Wilcox left the meeting at 7.51pm

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

27 Remembrance Parade – November 2019

The Town Clerk advised members that there had been a number of discussions with regards to the route of the parade for Remembrance Sunday, it had been noted that from the Youth Centre there is an incline which members of the parade are struggling with. It had therefore been requested that the parade starts from Albion Square instead.

The Town Clerk asked if any councillor had any objections to this proposed change. There were no objections from any members.

Cllr Murton commented that she was so very pleased that the route was being relocated from Albion Square as it meant that the Memorial Lamp was being recognised.

28 Tesco Trolleys

The Town Clerk commented that the Town Council had received a request to contact Tesco to request that trolleys are chained as in other stores in the Town. In other stores you are required to input a coin into the trolley to release it, but in Tesco Pembroke Dock this is not the case.

The Town Clerk had recently arranged for several trolleys to be retrieved from the water at Western Way and there has also been an incident with a child using a trolley on the half pipe which

resulted in a severe injury.

The Town Clerk therefore asked for members agreement to contact Tesco Pembroke Dock to request that trollies are coin operated as other stores in the town.

A vote was taken and all members agreed that this was the best course of action to take.

29 Purchase of 28 Dimond Street

The Town Clerk advised members that the purchase of 28 Dimond Street was progressing well, we have received the transfer of title documents from land registry which will be signed by the Mayor and Deputy Mayor and wait for the final contract and exchange date.

Once we are at the stage of signing contracts, we will be required to pay a deposit of 10% of the purchase price which will be £6,000. The Town Clerk asked members' if they agreed for the deposit to be paid and documents to be signed.

It was

**PROPOSED by Councillor G Manning
SECONDED by Councillor J Beynon
RESOLVED - That Pembroke Dock
Town Council agree for the deposit of
£6000, 10% of the purchase price of
28 Dimond Street to be paid and
documents to be signed.**

A vote was taken by members and all agreed.

31 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

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

Patient Participation Group – Representative Cllr S O’Connor

Cllr Goff asked Cllr O’Connor for an update at Argyle Street Surgery. Cllr O’Connor commented that there was now no need for members of the public to queue outside the surgery to obtain an appointment. All members of the public ringing or going into the surgery between 8 – 9 am would obtain an appointment.

The Town Clerk asked Cllr O’Connor how was this being conveyed to the public? Cllr O’Connor commented that he would find this information out. He then advised members that a Pharmacist had been employed who can give an assessment on minor items. The surgery are looking at ways to better engage with the public and to also to visit schools explaining their services. The surgery is still facing a no show of 5%.

33 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
24.05.2019	Postage – Members Papers Postage	£ 15.00	DEBIT CARD
29.05.2019	Blackwell UK Ltd Ord Survey Map	£ 35.00	
31.05.2019	Sandy Bears Charity Donation	£250.00	
03.06.2019	Postage- External Audit Paperwork/2 nd Class Stamps	£ 25.13	DEBIT CARD
04.06.2019	Postage – Armed Forces	£ 20.74	DEBIT CARD

	Day Invites		
05.06.2019	Clarity Copiers - Office Printing	£ 46.03	
05.06.2019	Tenby & Saundersfoot First Responders (Defib & Box)	£1250.00	CHEQUE NO 100348
06.06.2019	Eurooffice - Office Stationery	£46.14	
07.06.2019	Google Ireland Ltd	£6.60	
13.06.2019	SLPW Limited (Remembrance Bench)	£722.40	
13.06.2019	R Mason/Hill Nurseries - Hanging Baskets	£2164.00	
14.06.2019	The Merchant Navy Association - Wreath	£27.00	CHEQUE NO 100349
17.06.2019	Sara Safety Solutions - Health & Safety (A Dillaway)	£150.00	
17.06.2019	Screwfix - Anti Slip Tape & CO Alarm	£24.98	DEBIT CARD
18.06.2019	Asda - Office Sundries	£7.96	
20.06.2019	Office Furniture Online - Desk	£370.80	

	Screens		
20.06.2019	Marc Jones – Window Cleaning x3	£30.00	
20.06.2019	Cariad Cool Water – Sanitisation Service	£18.86	
20.06.2019	Cariad Cool Water – WEE Charge	£22.30	
20.06.2019	B&M – Office Sundries	£4.68	
23.06.2019	Bank Charges (May)	£5.50	
20.06.2019	British Gas – Office Electric Bill	£173.70	DEBIT CARD
27.06.2019	British Gas – Office Gas Bill	£78.23	DEBIT CARD
27.06.2019	S Scourfield Travel Expenses/SLCC Conference	£155.40	

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

Date	Description	Amount	Payment Method
31.05.2019	1 st Pembroke Haven Scout Group - Grant	£ 200.00	CHQ NO. 100347
31.05.2019	St Patricks	£1400.00	

	(Pennar) Community Hall - Grant		
31.05.2019	Pembs Special Need Gym Club - Grant	£ 200.00	
31.05.2019	Pennar & Buff Community Association - Grant	£1000.00	
31.05.2019	Pembroke Dock Friendship Club - Grant	£200.00	
01.06.2019	RT Ebrey - Office Rent	£300.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
07.06.2019	One Voice Wales - Room Hire	£37.50	

SALARIES AND WAGES

06.06.2019- 05.07.2019	Salaries	£3697.65
06.06.2019 - 05.07.2019	Tax & NI	£838.08
06.06.2019 - 05.07.2019	Pensions	£878.72

ACCOUNT BALANCES

28.06.2019	HSBC Business Account	£44,486.07
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28.06.2019	HSBC Premium Account	£127,670.91
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It was

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

34 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Cllr Gwyther – Public Ombudsman of Wales Report

35 COMMUNITY ISSUES

None

36 MAYOR'S REPORT

The Mayor confirmed it had been a busy month and he had attended the following events:

- Milford Haven Civic Service
- St Davids Civic Service
- Visited a Local resident celebrating his 85th Birthday
- 3rd Pembroke Sea Group AGM
- Beating of The Bounds
- Event at Carew Cheriton Airfield
- Armed Forces Day

The Mayor also congratulated Cllr Beynon on his recent abseil on behalf of Friends of The Memorial Park.

37 VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

It was

**PROPOSED by Councillor J Beynon
SECONDED by Councillor D Burrell
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.**

38 PRIVATE & CONFIDENTIAL

Confirming Private & Confidential Minutes of Thursday 30th May 2019

It was

**PROPOSED by Councillor B Hall
SECONDED by Councillor D Burrell
RESOLVED - That the Private & Confidential
Minutes of the Meeting held on Thursday
30th May 2019 are adopted as a true record.**

There being no other business the meeting was closed