

At a Virtual Meeting of Pembroke
Dock Town Council on Thursday 12th
November 2020

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

IN ATTENDANCE:

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

51 APOLOGIES FOR ABSENCE

Cllrs: P Gwyther, M Colgan

52 DECLARATIONS OF INTEREST

No declaration of interest

**53 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE
PUBLIC**

There was one member of the public in attendance – no questions
raised.

**54 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON
8TH OCTOBER 2020**

56 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

38.PCC Partnership Working – Customer Service Provision

The Town Clerk stated that many Councillors will not be acquainted with the amount of complex work which goes on in the background in the offices of the Town Council, staff deal with a wide range of requests on a daily basis and work hard to meet the requirements of the requests which we receive in the office.

The Town Clerk has recently had a number of meetings and discussions with the Head of Procurement and Head of Customer Services at PCC, discussing the format of the Customer Service Centres and the roles which they play within the community, reviewing this will ensure we are working in an efficient and sustainable way within Pembroke Dock, meeting the needs of the residents which the Council serves.

The Town Clerk has highlighted to PCC that Pembroke Dock Town Council already undertake a vast number of customer service tasks for residents and with Argyle Street being closed we were looking at ways to bridge some of the basic services. When we reviewed the role of the customer service centre it was apparent that the Town Council could assist with minimal impact on the office. Tasks include handing out forms (which we already do for many areas) emailing forms and identification across to PCC. The target areas for this will be, Blue badges, Education, Environmental Services, Housing, Parking Services, Planning, Public Protection, Revenue Services. I have stated that we would not be happy to take on Revenue payments, as this would require further staffing arrangements and security arrangements. Included within the Councillors papers was a copy of the table

which highlights the work we already do and the work where there are possible further services which we could provide.

Cllr O Connor commented that it looks comprehensive but questions if it is a realistic figure.

The Town Clerk commented that the figure is based on 75% of one member of staff's wage.

Cllr Burrell commented that she supports it and thanked staff for the work they do. She also commented that should the Personal Committee have a discussion about whether it is manageable for current staff and to look at staffing.

Cllr J George commented by asking how is going to affect the staff with a lot of public coming into the office.

The Town Clerk commented that the people are already attending the office and often getting irate because we are unable to help them, so to be able to hand out the correct form etc to help them would be beneficial. She continued to say that we will not be having anything to do with revenues payments as it would mean us holding money. We are already doing a lot of the work so it would be nice to be recognised for it.

Cllr Manning commented that he supports this but wonders if the figure is a bit light as the work could increase on some items.

Cllr Goff commented that he is happy, as long as staff are happy, and the figure is a nice starting base.

Cllr Phillips commented that does this mean that Argyle Street will not be reopening and would this cause job losses.

The Town Clerk commented that the current staff have been re-deployed into other departments, so they do not have staff to cover the Customer Service Centres. She added that they are hoping to put some items into the Library.

Cllr Burrell commented that we need to make it an agreement that this is an initial figure and will need to be reviewed in 12 months.

The Town Clerk suggested that as this may need some negotiation that it is discussed under Private and confidential.

**It was PROPOSED by G Manning
SECONDED by G Goff
RESOLVED that members of PDTC agree for
Partnership working with PCC to go head.**

All Members agreed.

39. Refurbishment Committee Recommendations

The Town Clerk stated that the Refurbishment Committee has been reviewing several items, with the committee being led by Caroline. Below are the items they have recently reviewed

- Quotes from architects to draw plans, review planning requirements and building regulations
- Solar Panel Quotes
- Air Conditioning Unit for the Meeting room to provide ventilation
- Hearing Loop
- Electrical Condition
- New meeting room tables

Members have agreed there will be a priority list for tasks which require completion which will include the upgrade for the electrics and the roof. There is still a lot of work to be done but the committee have reviewed the costs for the architects and solar panels and made recommendations. Information was given to members as an attachment.

The Town Clerk stated that the full costs for the electrical works have now been received, and that the full condition report has

been emailed out to members so they can see the items highlighted. She commented that she has discussed the report with 2 different electricians who have both stated that it would cost the same to do the repairs required in the report as it would to rewire the building. And their professional opinion would be to rewire rather than just repair the reported items.

The Town Clerk stated that 3 local electricians have been contacted and we have had received 3 quotes back, the quotes received are

Brian Jones - £10,000 (verbal quote) awaiting written quote
Pembrokeshire Electrician - £5,090 but to include baskets to hold the wires up in the roof it would be £7,000
OCON - £15,395.00 The Town Clerk stated that this quote ties us into contracts with regards to fire alarms which we already have with Dyfed Alarms

Cllr Manning commented about Pembrokeshire Electrician asking if the quote is a full detailed quote

Cllr O'Connor commented that if Pembrokeshire Electrician is all up to spec, he proposed we use them.

Cllr Manning commented that we need to ensure all the old wiring is removed and that we do not want any old wires left.

The Town Clerk commented that the quotes will allow for the new electrics to be run in trunking with power points and network points at each desk, along with new wiring for all the lighting and up to date Surge Protection Board to feed all electrics within the building and all old wiring stripped and removed.

Cllr Phillips commented that alarm bells are ringing regarding the costs of the building and when is it going to end.

The Town Clerk commented that £30,000 has been budgeted for the refurbishment of the building.

Cllr Goff commented that by spending the money it is giving us a safe and secure building for staff and the public.

**It was PROPOSED by Cllr O'Connor
SECONDED BY Cllr G.Manning
RESOLVED that Pembroke Electrician
will be awarded the contract for the
Electrical rewiring of 28 Diamond Street.**

A Vote was taken, and all members agreed

After reviewing the information, the committee recommended the following:

Architect quotes – The Town Clerk stated that we have received quotes from different

Architects and the quotes have been reviewed by the Refurbishment Committee.

Pembroke Design is the preferred supplier £1,800 +vat = £2,160

A Vote was taken, all agreed

Solar Panels – The Town Clerk stated that this is something which is a nice to have and if there are sufficient funds left within the budget then the preferred supplier is Solarcell UK Ltd - £3,350 +vat = £4020.00

Cllr Beynon commented that if we have a chance and have money left, we should definitely consider have Solar Panels, as once our Precept is over £200,000, we will have to report against the Wellbeing and Future Generations Act and Solar panels would meet some of those aims. He commented that Solar panels have a long time on return of investment because we have taken out a loan from the Public Work Loans Board for the building we will

have the building under ownership so it will comply so he suggested that we should consider making funds available in the future. The Town Clerk commented that this is something we may be able to get funding for from another organisation.

Cllr O Connor commented that this is something we should be looking at and the quote from Solarcell of £4020 is a good deal.

Cllr Burrell commented that this is something she has been looking into and the support the Town Council can get to make our building more environmentally friendly in general. She said there is a free energy efficiency survey that can be done on the building. Also, we could have someone to advise us on opportunities to minimise our environmental impact through the organisation called Re-new Wales, but she hadn't heard anything back from the Town Clerk. Cllr Burrell wondered if it's worth having the surveys done before we instruct the Architect.

The Town Clerk commented that the reason we went with Pembroke Design is due to them having some drawings done already but she will speak with them before contacting the Architect.

The Town Clerk stated that we are awaiting quoted for the Air Conditioning Unit.

Hearing Loop system – The Town Clerk commented that we have gained quotes for a static loop system that can be installed by an Electrician. These have not been reviewed by the Refurbishment Committee. The Quote from Hearing loop.co.uk is £190.00 and Fire detect shop.co.uk £189.10. The Fire detect shop does refer to Council chambers within its description.

Cllr O Connor asked what the benefits of the system are as he is not familiar with it.

Cllr Manning commented that the purpose of the hearing loop system is that there is a switch on a hearing aid that can connect to the hearing loop to enable the person to hear clearer and give clarity.

A Vote was taken, and all members agreed to go with Fire detect shop.

Meeting Room Tables – The Town Clerk stated that Furniture @ work is the preferred supplier, members are aware this is the more expensive quote but felt the option of the tables folding away would be beneficial. £1,215.60. Members were asked if they agreed.

All members agreed

40. One Voice Wales Remote Meeting Surveys

The Town Clerk informed Council that a Survey was recently undertaken by One Voice Wales with regards to remote meetings, Clerks have been asked to share this information with members. The results of the survey provide clear and strong evidence that member Councils value having the facility to hold remote meetings, made possible by the introduction of temporary regulations by Welsh Government in April 2020 in response to the pandemic and lockdown which made it impossible to hold physical meetings.

Respondents referred to a number of matters which they considered to be the disbenefits of remote meetings:

- Councillors lacking IT knowledge and either without the necessary hardware or internet for video meetings or not wanting to use the facilities they have to do so.
- Technical issues due to lack of effective broadband in rural areas being problematical and intermittent connectivity during meetings.
- Chairing meetings more difficult, the voting process and possible stifling of discussions particularly with highly disputed agenda items.

- Provision of translation facilities.
- Signing of cheques more difficult.

Many of the above issues could be addressed by training and the availability of hardware and better internet connection.

The benefits of having the facility to hold remote meetings seem to far outweigh the disbenefits, including:

- more focussed, efficient and well-attended meetings.
- maximising and diversifying engagement by members of councils, the public and press, including the future recruitment of new members.
- savings on time, travel costs, room hire, printing of papers.
- more environmentally friendly.
- mitigating the effect of extenuating circumstances.
- ability to arrange urgent meetings of Council with minimal time and cost implications, thereby improving democratic decision making.
- scheduling meetings of sub-committees, project meetings and working groups.

The Town Clerk commented that in the future there will be a more flexible approach to meetings. Councillors will have the option to remotely or physically attending meetings.

41.Residents Petition – Traffic Calming Measures – Upper Laws Street

The Town Clerk stated that we have received a number of petitions from residents in Upper Laws Street requesting that some form of traffic calming measures are installed. Mr John

Lloyd has been the driving force for this petition, Of the 54 houses in the street there has been a 42% response which is a strong indication by the residents of their concern regarding the amount of unsafe traffic using Upper Law Street as a bypass to other parts of Pembroke Dock.

The petition request is

“That the Council install two ‘Sleeping Policeman’ ramps, (similar to those on Bush Street near the Youth Centre) at third points in the street and to also consider a 20mph speed limit.’

The residents are aware this is not something which could be actioned at short notice, but request that this Council support their plea to the County Council for future budget considerations. Cllr Hall commented that the two no entry signs at the top of Law Street are turned the wrong way and have been reported and he and PCC have tried to turn them the right way but they have seized. He said they will probably need to be replaced. Cllr Hall commented that the letter should have been sent direct to Darren Thomas and it would have filtered through, but he is happy to propose that PDTC supports some sort of traffic control measures.

**It was PROPOSED by Councillor B Hall
 SECONDED by Councillor G Manning
 RESOLVED that a letter of support from
 PDTC to be sent to Highways**

A Vote was taken, and all agreed.

Cllr Goff commented that he is happy to support the petition however it could open up a can of worms with regards to speeding, as cars speed down other streets such as Church St and Meyrick St. Cllr Goff commented that it would help if bollards were put at the top of Law Street to stop cars parking there.

42. Pembrokeshire County Council Planning Department Complaint

The Town Clerk stated that at the last meeting members agreed for a letter of complaint to be sent with regards to the efficiency of the services being provided by the Planning Department of the County Council. Dr Stephen Jones stated within his response that he did acknowledge our concerns and would assure that the under- resourcing issue is being raised regularly with Cabinet Members. However, it is also the case that the Council is facing increasing financial pressure in other key service areas such as education and social care. A full response was within members papers.

Cllr Hall commented that PCC are 4 or 5 Planning Officers short and they have a letter from the Assembly because of the lockdown given a couple of extra months.

Cllr Wilcox commented that this has been going on for years and PCC needs to review how the department if being run.

Cllr O'Connor commented that planning is an important part, and it is still going to fall behind and do not accept its good enough that they are understaffed.

Cllr Hall commented that PCC are having problems recruiting Planning Officers due to lower pay scales than other Counties and any increase needs to be agreed with Cabinet.

Cllr Goff commented that they are quick to blame COVID and there are too many retrospect applications.

The Town Clerk commented that we will keep an eye on the system and review in 6 months' time.

43. Rialtas – Accounting Package Fees

The Town Clerk stated that we have received notification that the fees for our account package for 2021/2022 will be £124.00 and asked for member's agreement to pay this fee.

All members agreed.

44. Breaking the Stigma Funding

The Town Clerk stated that at the last meeting you requested further information with regards to the funding application received from Break the Stigma. The application was not submitted by Layla herself, so she was unaware of the amount which had been put on the application. She did confirm that she would be looking at £200 to help towards the Christmas event. As previously discussed, she does not have a bank account, so it was suggested that we purchase the required items instead. As long as we are not in lockdown she has aimed to cover as many streets in Pembroke Dock as possible with her sleigh.

Cllr Burrell commented that we should support this application

**It was PROPOSED by Councillor D Burrell
 SECONDED by Councillor P George
 RESOLVED that PDTC purchase the
 required items and donate them to Break
 the Stigma.**

A Vote was taken, and all members agreed

45. Purchase of Giant Cheque for press releases

The Town Clerk stated that Cllr Manning has asked if we can purchase a large cheque to enable the Town Council to do more press releases relating to grant funding. Several sites have been reviewed which supply these and we have sourced one for £59.40. Members were asked if they agreed for this to be purchased.

A Vote was taken, and all members agreed

57. TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK

46.Green Recovery Circular

The Town Clerk stated that we have been informed that the Welsh Government are inviting Local Authorities and Councils (Town, Village and Community) to bid for its new 13.2m fund to support repair and re-use activities in town centres. Examples of projects which would be accepted are

- Facilities for Community repair
- Food surplus redistribution and sharing
- Re-use hubs and shops
- Library of things
- High Street facilities which combine repair and reuse
- Working with social enterprises to create volunteering and skills partnerships around repair and reuse
- High Street hubs for recycling

They have provided a guide to the fund of requirements

- The project must be in Wales
- Fund guide £250,000 for Revenue and £350,000 for Capital

The Town Clerk included a copy of the application form for members to review the information. The closing date for applications is 1st December 2020.

Cllr Burrell commented that she had forwarded the email onto Frame

The Town Clerk commented that any applicant will have to have support from PCC or PFTC to go ahead with an application.

47. Dyfed Powys Police Fund

The Town Clerk informed members that she was recently invited to attend a steering group with Dyfed Powys Police with regards to participatory budgeting for a fund which they have available for the community of Pembroke & Pembroke Dock. The steering group set requirements for the fund of approx. £10k the fund will be delivered very quickly with the application process opening on Monday 16th November and the closing date being 14th December 2020.

Applications will be accepted from any organisation or group who works within the community to address any of the following areas;

- Children and youth engagement
- Vulnerability
- Transport

The main lead from the neighbourhood policing team Rhiannon has written to members to ask if the Town Council would be willing to support our Participatory Budgeting Event here in Pembroke and Pembroke Dock by contributing to the PCC's kind gift of money that will be bid on by groups wishing to benefit our local communities. Members were given a copy of the letter to see.

The Town Clerk stated that we have only spent £4,000 so far this year from the COVID fund and asked members if would like to

consider putting the other £5,000 towards the Police Fund as they will have other community groups applying that may not have applied to PDTC.

Cllr Burrell asked who is on the steering group and commented are there any actual genuine, normal people on the group that are not part of the Town Council, Police or other organisations.

The Town Clerk commented that there is a lady from PAVS, a Street Pastor and Geraldine Butland from Guides also Anna Malloy from the Port Authority as they have put some money into the fund.

Cllr Burrell commented that most of these are already part of a group and how are they going to decide on the applications.

The Town Clerk commented that each application will be required to put a video together and will be voted on purely by the community of Pembroke Dock, they will be given so many votes.

Cllr O Connor commented that there are a lot of people and organisations on the group that will be wanting money to support what they are doing and would like as a Town Council to keep our money to support organisations that apply to us for funding.

The Town Clerk stated that there is a requirement that nobody that is part of the group can put in a bid, it must be somebody different.

Cllr Manning proposed we put £1000 towards the fund.

Cllr Burrell commented that can we remind them that the Town Council has a fund that projects can bid into.

**It was PROPOSED by Cllr Manning
SECONDED by Cllr Judkins**

RESOLVED that PDTC contributes £1000 to the Dyfed Powys Police Fund.

A Vote was taken, and all members agreed.

58. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

Cllr Manning commented about the Memorial park and parking between the trees. He said he had spoken to the quarry about purchasing rocks to put between the trees and they are £29.00 per ton and have different sizes as he thinks this will overcome the problem in that area.

Cllr P George commented that the parking has been looked at as part of the Governor's meeting and it is something they have been asking PCC to look at for several years and they have just ignored it. She agrees with Cllr Manning something needs to be done.

Cllr Phillips commented there are 8 or 9 cars parked between the trees. She said she is not keen on putting stones there suggested putting a chain link fence to stop people parking there.

Cllr Burrell commented that it sounds good, but it will cost a lot of money compared to the rocks and it is not going to do anything about the visibility coming out onto the road. She commented that people will still use the carpark at the top and she is concerned about the safety of people as it is a blind spot and you do not see cars coming down.

Cllr Hall commented that many years ago PCC put plastic bollards up and they were broken off. He commented that the logical idea

would be to put a barrier that could be lowered and raised by the Lollypop lady/man. Cllr Hall suggested that before we put any stones between the trees to check with Darren Thomas if we can legally do it.

Cllr Phillips commented about visually how big the rocks would be and can see kids crawling over them and asked could we look into the cost of a chain fence.

Cllr Hall commented that something similar was used in the Dock Yard and they were used as swings and cut and pinched and we would have to keep replacing them. He commented it sounds good but it's not practical and thinks there is some other way of doing it.

Cllr Burrell commented that she likes the idea of some sort of barrier and that the School staff are already coming out to put barriers up to stop people going into the carpark at a reasonable time before and after and thinks they may be persuaded to assist with this. She commented that we would need to discuss with the Bowls Club about the access.

Cllr Goff commented that Cllr Hall has the right idea about putting a barrier at the bottom of the drive, but we will need to speak to the Bowls club.

Cllr Hall stated that if we want a temporary barrier, he will drop the barriers off next week and they can be moved into position at no cost, he said if we want a lowering barrier it would have to be locked.

Cllr Judkins commented that should we be putting up a sign to say it is going to be closed to give people the option.

Cllr Beynon commented that the School has written to parents and his concern is that by closing this area, we are going to displace vehicles to other places and there are already problems on Bush Street. Cllr Beynon suggested speaking to the Highways team about the possibility of more double yellow lines.

Cllr Beynon stated that he has been in a School Governors meeting and parking outside the School came up in the Health and Safety Audit. Cllr Beynon suggested that we speak to the Police and Highways before we do anything.

Cllr O'Connor commented that he agrees with Cllr Beynon. There are too many cars and should be in walking distance, as parents we have created this problem. Putting rocks there will look natural. We need to consider what is practical and affordable.

Cllr Hall commented that what is the harm in putting in some portable barriers there to see how it goes.

Cllr Judkins commented that it is a good idea to use temporarily, but the Schools would have to put the barrier out and write to the parents.

The Town Clerk suggested that we ask our outdoor person Phil Lynch to put the barrier out morning and afternoon.

Cllr Hall then offered to drop them to the park.

Cllr Manning asked could the cleaning of the bottom of Meyrick Street be added to the list of work needing to be carried out.

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

No reports from outside bodies.

60. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
23.09.2020	Bank charges	£6.50
28.09.2020	SWALEC – Albion Square	£27.14
01.10.2020	Clarity Copiers	£25.80
03.10.2020	SWALEC – Old Pump House	£43.63
30.09.2020	Google	£6.60
02.10.2020	Post office	£12.60
01.10.2020	R K Lucas – Survey Pater Hall	£900.00
01.10.2020	R K Lucas – Survey 28 Dimond Street	£600.00
05.10.2020	Petals of Pembroke	£30.00
09.10.2020	Digital River Webex	£15.00
13.10.2020	British Gas Electricity	£47.15
13.10.2020	Pure West Radio - Masks	£300.00
16.10.2020	Brian Jones - Electrician	£1,050.00
19.10.2020	SWALEC	£27.53
22.10.2020	Rabarts Decorators	£183.01
23.10.2020	Bank charges	£6.78
26.10.2020	One Voice Wales	£120.00

28.10.2020	British Gas	£49.73
29.10.2020	Clarity Copiers	£11.82

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

Date	Description	Amount
09.10.2020	Pembroke Boro Grant	£450.00
12.10.2020	St Patricks Hall	£750.00
12.20.2020	St Patricks Hall Covid Grant	£1,341.31
13.10.2020	1st Pembroke Haven Covid Grant	£200.00

ACCOUNT RECEIPTS

Date	Description	Amount
02.11.2020	HSBC – Interest	£1.09
02.11.2020	Rotary Club of Pembroke	£20.00

SALARIES AND WAGES

06.10.2020– 05.11.2020	Salaries	£ 3,769.95
06.10.2020 – 05.11.2020	Tax & NI	£ 864.59
06.10.2020 – 05.11.2020	Pensions	£ 894.62

ACCOUNT BALANCES

02.11.2020	HSBC Business Account	£ 88,898.54
02.11.2020	HSBC Premium Account	£ 127,981.43

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

61. AGENDA ITEMS FOR THE NEXT MEETING

No Agenda items requested

62. COMMUNITY ISSUES

No community issues

63. MAYOR'S REPORT

The Mayor updated Council that he attended the Remembrance Day at the Cenotaph on Sunday and Armistice Day at the Military Cemetery.

64. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

**It was PROPOSED by Councillor G.Manning
 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.**

65. PRIVATE & CONFIDENTIAL

**To Confirm Private & Confidential Minutes of Thursday 8th
October 2020**

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
8th October 2020 are adopted as a true
record.**

There being no other business the meeting was closed.