

At a Virtual Meeting of Pembroke Dock Town Council on Thursday 11th March 2021

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

**IN ATTENDANCE:**

Sarah Scourfield - Town Clerk

Amanda Hart - Deputy Town Clerk

Caroline Mason - Communities and Committees Officer

**109 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**110 DECLARATIONS OF INTEREST**

Item 72 of Town Clerks Report - Citizens Advice Grant Funding Application - Cllr O Connor declared a personal and prejudicial interest.

Item 77 of Town Clerks Report -Team Programme Pembroke Dock Community School - Cllr Beynon declared a personal interest as a Pembroke Dock Community School Governor.

Item 79 of Town Clerks Report - Play Area update - Cllr Beynon declared a personal interest as a Trustee of the Friends of the Memorial Park.

115 – item 79 Play Area update Cllr Burrell declared a personal interest as a Trustee of the Friends of the Memorial Park.

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

Guest speaker – Vicky Moller from Pembrokeshire Plots attended the meeting. She informed members that she is part of a network that can support any community group to grow food across Pembrokeshire and to help the Council to run allotments by helping to improve existing sites and find new sites. Vicky commented that she has been having meetings with PCC but the meetings have stopped during COVID. She said that she has been managing to do a lot of good work with private allotments and community groups. Vicky commented that coming out of COVID local people will have a need to get out of the house, have a healthier diet, mental health issues, looking for companionship, maybe hungry or an ongoing interest in growing food. Group Resilience is a strong group, meeting weekly since May and committed to help community growing any way

they can, by providing whatever support is needed.

Cllr Burrell commented that there had been a discussion about some new land for allotments being identified in the Pembroke Dock area, she questioned if there was an opportunity to have allotments at St Patrick's in Pennar.

Cllr Hall commented that the allotments behind Hawkstone Road had an embargo on some of them and were kept for housing association and community groups, but nothing happened and they became overgrown. It was commented that some of the allotments are being used and some are in a mess, it was stated that a community group was using some of the allotments on this site, but this group has since wound up.

It was agreed for Vicky to liaise with the Town Clerk. The Town Clerk commented that she would get in touch with Pembrokeshire County Council for further information.

**112 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 11TH FEBRUARY 2021.**

**It was PROPOSED by Councillor G Manning  
SECONDED by Councillor G Goff  
RESOLVED - That the Minutes of Thursday 11<sup>th</sup> February  
2021 are adopted as a true record.**

**113 MATTERS ARISING FROM THE MINUTES OF THURSDAY 11<sup>th</sup> FEBRUARY 2021.**

**Page 107 item 98 – South West Wales Connected**

Cllr Burrell commented that steering group for South West Wales Connected had representation from Fishguard and Haverfordwest on the group and wondered if Pembroke Dock and Milford Haven could be represented, the Town Clerk stated that representatives for Pembroke Dock will be discussed at the next meeting.

**Page 115 item 64 – Library Garden Proposal**

Cllr Manning asked the Town Clerk if she had feedback from the County Council. The Town Clerk stated that the County Council would want the Town Council to take on the lease to the land if the project was to go ahead and that she highlighted to the Council that this was not something the Town Council were interested in taking on. She said that the County Council are going to speak to the Library as this maybe something they want to take on.

**114 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**

**68. Mayor and Deputy Mayor Nominations**

The Town Clerk stated that with the new Council year coming up considerations needed to be taken for the Mayor and Deputy Mayor process.

Cllr Judkins nominated Cllr J George as Deputy Mayor if he would be interested, but Cllr George did not want to take up the position.

**It was PROPOSED by Councillor Goff  
SECONDED by Councillor Burrell  
RESOLVED: That Councillor T Judkins will be elected as Mayor of Pembroke Dock to hold office from May 2021, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the Annual Meeting of the Council in May 2022.**

A Vote was taken and there were 10 votes for Cllr Judkins to be Mayor.

**It was PROPOSED by Councillor Goff  
SECONDED by Councillor Burrell  
RESOLVED: That Councillor J Beynon will be elected as Deputy Mayor of Pembroke Dock to hold office from May 2021, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the Annual Meeting of the Council in May 2022.**

A Vote was taken and there were 10 votes for Cllr Beynon to be Deputy Mayor.

**69. Councillors Meeting Attendance**

The Town Clerk stated she has recently undertaken a review of Councillor attendance at meetings, due to a reminder from One Voice Wales with regards to the emergency COVID regulations which were released back in April 2020. She informed members that this review had highlighted how Councillors have adapted well to the change of meetings being held online.

The Town Clerk informed members that unfortunately there had been one Councillor who had not attended meetings for a period of time, which meant under the old and new regulations they had been disqualified as a Councillor due to non-attendance. The Town Clerk confirmed this information had been checked with One Voice Wales and further advice gained from the Monitoring Officer of Pembrokeshire County Council.

The Town Clerk stated that this therefore meant Pennar Ward had another vacancy which would be advertised accordingly.

It was commented that the Councillor had been in attendance at a recent meeting, it was questioned if this affected the decision. The Town Clerk commented that any decisions that were made that would have been part of that meeting will not stand as legal decisions. It was confirmed that no decisions taken in previous meetings would be affected by one vote.

Cllr Beynon commented that from a County perspective when the Welsh Government sent the COVID regulations back in April/May last year if you did not attend, they were suspended. With the 6-month rule, the suspensions would basically wipe the clock back to day zero, but it just paused it, because we had a virtual meeting straight away (AGM in May) the term of office would have expired.

The Town Clerk commented that it was an legal decision which was not open for debate from Councillors and if Councillors do not attend for the period of time stated, you are disqualified as a Councillor.

#### **70.Llanion By Election update**

The Town Clerk informed members that the most recent information received stated that the By election for Llanion Ward would take place in May 2021. She said that she had received information from the election office in relation to the costs, which stated the following

*“The election costs we are able to apportion will be split 3 ways between the Senedd election, the Police and Crime Commissioner election and the by-election. This will include hall hire, staffing costs and some other charges. However, please me aware that there will be costs that cannot be shared, for example postal votes ballot packs will need to be a separate issue, as it is not possible to combine the issue of 4 ballot papers.*

*The same will be the case for poll cards, whilst the poll cards will be combined for the Senedd Cymru elections and the Police and Crime Commissioner elections, it is not possible to also combine a by-election, therefore a separate issue of poll cards would be required. However, as you will be aware, the issue of poll cards is a matter for the town council to decide. I will ask you to provide an answer as to whether or not poll cards are required by your Council by the close of nominations, Thursday 8<sup>th</sup> April. I will inform you of the estimated cost for poll cards shortly.”*

The Town Clerk stated that once she has received information about the costs of the poll cards, she will notify Council in order for a decision to be made.

Cllr Wilcox asked when the first date was up for co-option. The Town Clerk stated that it was the 11<sup>th</sup> March 2021 and that she would confirm with the election office the following day if there was to be an election.

Cllr Beynon commented that because the By-Elections are taking place there was no point in having polling cards as people will already be going out to vote. He said if the date was to be pushed back further, we would need to review it. The Town Clerk stated that Council do not have to have polling cards to vote and if it was agreed not to have the polling cards it would save on the final cost. Cllr Burrell seconded Councillor Beynons comments.

All members voted to not send out polling cards for the Llanion By-Elections.

### **71. Active Travel Consultation**

The Town Clerk stated that Pembrokeshire County Council's consultation on Active Travel was live, the consultation allows members to highlight new walking and cycling routes in Pembrokeshire. She encouraged all members to access the consultation at <https://pembrokeshire.commonplace.is>

The Town Clerk commented that it would only take a few minutes to pinpoint areas that members think needs improving within the community.

### **72. Finance Committee Recommendations**

The Town Clerk stated that the Finance Committee members recently met, and they discussed a number of items which included budget figures, Correspondence in relation to the Pater Hall Trust and Funding Application from Citizen Advice Bureau.

Members of the Finance Committee recommended the following

- Extraordinary meeting of Full Council is called to discuss the funding for the Pater Hall Trust.
- Citizen Advice Funding application is considered as an SLA with £10,000 of funding each year for 3 years. It was agreed that part of the SLA will state that they supply a member of staff to do a drop-in service at the Town Council offices 1 day a week.

All members agreed to an extraordinary meeting and the Town Clerk stated that she would get back to them with dates for the meeting.

Cllr Burrell commented that with regards to Citizen Advice she supported the idea in principle but wondered if any of the other Town Council's contribute to their local office. She also asked which part of the budget this would come from, this year or next year and would a draft SLA come to Full Council to look at before it is finalised. The Town Clerk stated that any Service Level Agreement is agreed by Council before being finalised. Cllr Wilcox commented that he agrees with Cllr Burrell and asked if Pembroke Town Council contribute as well, as it is open to Pembroke and Pembroke Dock people and it is a lot of money. The Town Clerk stated that she could not say what Pembroke do because she does not have access to that information.

It was agreed for the Town Clerk to contact Pembroke Town Clerk to ask if they provide any funding to Citizens Advice Bureau. It was commented that the funding from Pembrokeshire County Council should be looked at, as we did not want to have our residents paying twice.

Cllr Phillips commented she supports the Citizen's Advice but is concerned that £30,000 over 3 years is a lot of money to justify from our budget and that other organisations have been given nowhere near that amount of money.

The Town Clerk stated that she would go back to Citizens Advice to ask the questions and will bring this item back to a future meeting.

### **73. Grant Funding Application – CRUSE**

The Town Clerk stated that the application from CRUSE came in after the meeting of the Finance Committee. She commented that she had included a copy of the application and information relating to the application within members papers. The Town Clerk stated that CRUSE has asked for £100 in order to support the service. They have stated that £100 will pay for 5 months Freephone number rental for ongoing or video call bereavement support for two people.

**It was PROPOSED by Cllr Burrell  
SECONDED by Cllr Goff  
RESOLVED that a £100 grant will be given to CRUSE**

#### **All members agreed**

Cllr Wilcox commented that it would be interesting to find out what area they cover for this service and if other Councils are contributing to the service.

### **74. Customer Service Proposal**

The Town Clerk stated that at a previous meeting, members discussed a proposal which was put to Pembrokeshire County Council about the provision of Customer Services from the Town Council offices. She said that as she informed members, staff already undertake a large amount of the work assisting residents where we can. Members agreed the proposal should include the Town Council being reimbursed for the service as Argyle Street Customer Service Centre was currently closed so the influx of customers had increased. The Town Clerk stated that she has since had a response from the County Council on the proposal who refused the proposal due to the following reasons;

- Having co-located CSC in the Library this would see residents attend there. If the Town Council were to take on any additional tasks, then we could find a position where we are having to redirect customers between the 2 buildings depending on what they require.

- Given the current financial pressures the Council is facing, whilst we could understand the request for annual funding to support the duties, given that we would have an alternative in house site, it would be difficult to justify the additional expenditure.

However, PCC stated that they welcome the proactive approach the Town Council have taken and would be interested to continue dialogue together to what other invocative ways of working, we can achieve.

Cllr Wilcox commented that he did get in touch with Paul Ashley-Jones to ask if there was a designated number for the library because if the public cannot get through to PCC, they will need a dedicated number. The Town Clerk commented that the stance we will have to take will have to be quite brutal and it will be a shame to have to inform the public that we cannot help them.

#### **75. Internal Audit 2020-2021**

The Town Clerk stated that she had received confirmation from Mr. Bernie Scourfield that he is able to complete our internal audit for the 2020-2021 financial year, his costs are £18.00 per hour. The Town Clerk asked if she could have members agreement for Mr. Bernie Scourfield to complete the Internal Audit.

**It was**                         **PROPOSED by Councillor Goff**  
**SECONDED by Councillor Beynon**  
**RESOLVED - That Pembroke Dock Town Council agree for**  
**Mr Bernie Scourfield to carry out the Internal Audit for**  
**the current financial year 2020-2021**

**All members agreed**

#### **76. Twinning – France**

The Town Clerk stated that she has previously sent an email to Councillors with regards to a meeting to discuss Twinning with a town in France. She stated that she had received 4 replies with majority stating they do not see the benefit to the Town of Twinning.

Cllr Beynon commented that he has always been opposed to Twinning physically but with everything being online at present a virtual Twinning would be good for Schools to learn about the different cultures and it would not hurt to explore it. Cllr P George commented that Twinning's are meant to involve town organisations, especially Schools to link with certain classes their own age and find out about the culture. She said that virtual is getting easier and it would be nice to get certain groups involved. There are a lot of youth groups in the area or any older groups if they are interested and it would be nice to get them involved.

Cllr Burrell commented it would be nice to see something written down saying what the aims and objectives would be and have an agreement. She commented that she has not seen any benefit to her children's School from the Twinning process and said that she does not object to it or spending money on it she would just like to understand why we are doing it.

Cllr George commented that with the Twinning with Malta after visiting they came back with cassettes which she passed onto the Community School and the teachers were interested. She said that Pennar School use to meet up early with their corresponding School in Germany, but things have peated out, but they could start again.

Cllr J George commented that he agreed with Cllr Beynon and the schools have big screens in the classrooms so they could meet fellow students. Cllr Beynon proposed that Council goes forward with this with no financial contribution. All members agreed.

The Town Clerk informed members that Pembroke and Malta would like to continue the relationship and has asked for a virtual meeting. She asked members for volunteers to attend a joint meeting with Pembroke. Cllr Hall and Cllr P George volunteered to attend.

#### **77. Team Programme Pembroke Dock Community School**

The Town Clerk stated that Councillor Burrell has sent across an email from Pembroke Dock Community School which has asked for her to be part of the Team Programme, Councillor Burrell has asked for another volunteer from this Council to support the programme.

*TEAM – Together Everyone Achieves More. This programme is based on the very successful programmes we ran at the school a few years ago called FAST – Families and Schools Together which I'm sure some of you may recall. FAST which was an initiative by Save the Children was aimed at helping families to engage with their child's learning and empowering parents. We already know that one in five children from the most disadvantaged backgrounds leave primary school unable to read at an appropriate level. This will no doubt now be exacerbated further by the Covid 19 Pandemic.*

*Our main aim is to bring parents, children, teachers, and the wider community together and we plan to do this by running the programme over six weeks which will finalise with a parent/child graduation ceremony to celebrate their successful completion of the programme. This, at present is in the planning stage so when we can start to get back to normal, hopefully during the summer term, we will be ready to start.*

The Town Clerk stated that within the information they have also asked for funding, and she had supplied them with a grant application form to complete. They have come back to her and said that they are unable to answer some of the questions at present.

Cllr P George, Cllr J Phillips and Cllr J Beynon volunteered to support the programme.



## **115. TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK**

### **78.Licensing Act 2003 – Consultation on review of Licensing Policy**

The Town Clerk stated that Pembrokeshire County Council had sent out information relating to the review of the licensing policy. PCC are required to review this policy every 5 years and therefore wish to hear the views of local business and organisations on how you believe the Act has worked. They asked for views by 31<sup>st</sup> March 2021.

Also taking place is a review of the Cumulative Impact Areas for Haverfordwest and Tenby Town Centres and whether they should be retained. A Cumulative Impact Area is a designated zone where evidence has indicated that the number, type or density of licensed premises is impacting adversely on crime and disorder, public safety, public nuisance and the protection of children from harm.

To give your view please visit:

<https://haveyoursay.pembrokeshire.gov.uk/review-of-licensing-policy>

Members were asked if they could take some time to have a look at this.

### **79 Play Area lease update**

The Town Clerk stated she recently held with Pembrokeshire County Council to discuss the play areas within Pembroke Dock, as members are aware this council had agreed to work towards taking over certain play areas within the town which were St Patricks, West Llanion Pill & Memorial Park. Initially the process would see a Service Level Agreement between the 2 organisations which members would see attached. The Town Clerk stated that members at the meeting was informed that there was a regeneration project proposed for the West Llanion Pill area, so this area was currently off the table for discussion.

Members at the meeting briefly discussed the scale of the Memorial Park and were informed that any agreement would include the whole park, which will include the Bowls Club. Members were informed that for a Community Asset Transfer to take place for the Memorial Park including the Bowls Club the Council will require a business plan, which will require further discussions and meetings with Pembrokeshire County Council to ensure the Town Council have all the information to be able to make an informed decision.

The Town Clerk stated that PCC have asked for another meeting on 17<sup>th</sup> March at 6pm. Cllr O Connor, Cllr Hall, Cllr Manning and Cllr Wilcox agreed to attend.

Cllr Burrell asked if other Town Council's across Pembrokeshire look after their parks or is it just Pembroke Dock who are being asked. The Town Clerk stated that this is happening across the County and all Town and Community Council's are having to review play areas.

Cllr O Connor commented about the SLA and asked about the ownership of the Play equipment at the park. The Town Clerk stated that PDTC are responsible for the tennis courts, small play area, skate park and the bike track and once the equipment in the new play area has been completed all that equipment will come over to PDTC and will be covered under PDTC insurance. She commented that the SLA agreement costs £615 per play area with 2 areas currently needing to be covered.

**Members agreed with the Service Level Agreement and the yearly cost of £615 per play area.**

Cllr O Connor commented that previously it was discussed about training a member of staff to carry out the inspections to save paying PCC. The Town Clerk stated that this is something that could be looked at with the outdoor person but would take time and there needs to be something in place for the health and safety checks, she stated that the SLA is renewed on an annual basis. Cllr Wilcox commented that it is not a huge outlay and is money well spent to have peace of mind.

**116. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT**

The Mayor updated members on the Dockyard application and informed them that the call in has been submitted to the Welsh Assembly. He said that the Planning Committee is not against progress and development of the dockyard but concerned about the size of the buildings and the loss of heritage. He commented that an acknowledgement has been received and that they will respond within three weeks. Cllr Manning stated that he would like to put a notice on the website informing the community what Council have been doing.

*Cllr Wilcox and Cllr Hall abstained from the vote. Cllr Burrell declared a personal and prejudicial interest.*

**All members agreed for a notice to be added to the website.**

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

There were no reports from representatives serving on outside bodies

**118. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS**

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
05.02.2021	Post Office	£6.72
08.02.2021	Google Ireland Ltd	£6.60
08.02.2021	P A Lynch	£1,200.00
08.02.2021	British Gas	£118.94
09.02.2021	ICO	£35.00
11.02.2021	1 & 1 internet Ltd	£77.96
11.02.2021	Cisco Webex	£15.00
12.02.2021	P Lynch PDTC Sundries	£10.80
19.02.2021	SWALEC	£26.55
22.02.2021	British Gas	£32.83
23.02.2021	Bank charges	£6.50
01.03.2021	Clarity copiers	£17.44

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
12.02.2021	Pembroke Design	£750.00
15.02.2021	SSLC Enterprises	£144.00

15.02.2021	SSLC Enterprises	£144.00
16.02.2021	SSLC Enterprises	£234.00
18.02.2021	Planning Aid Wales	£150.00

### **ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.03.2021	HSBC – Interest	£1.05

### **SALARIES AND WAGES**

06.02.2021– 05.03.2021	Salaries	£3,802.17
06.02.2020 – 05.03.2021	Tax & NI	£866.22
06.02.2020 – 05.03.2021	Pensions	£900.64

### **ACCOUNT BALANCES**

02.03.2021	HSBC Business Account	£ 92,081.83
02.03.2021	HSBC Premium Account	£ 127,985.63

It was **PROPOSED** by Councillor J Beynon  
**SECONDED** by Councillor M Colgan  
**RESOLVED:** That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages.

### **119. AGENDA ITEMS FOR THE NEXT MEETING**

Cllr Burrell commented about the regeneration plans for West Llanion Pill and to talk about this as a space shaping exercise important connection to the water we must not lose.

Cllr Phillips commented about the land at the bottom of Tremeyrick Street and that she has spoken to John Evans. She said that it is the 80<sup>th</sup> Anniversary of the bombings of Pembroke Dock and suggested putting a memorial at the bottom of Tremeyrick Street to remember the people who lost their lives. Cllr Phillips asked if costings could be obtained and said they were happy to work with us. The Town Clerk stated she will contact the Heritage Centre.

## **120. COMMUNITY ISSUES**

Cllr Beynon commented that the old swings in the Memorial park have been taken down and the new ones have been put up and they are on track to finish by end of April as planned. Cllr P George commented that it is nice to see things start moving and children are starting to get excited. She said there are not many places to take them during these times and they are all waiting patiently.

Cllr Goff commented that people have been parking in the Cemetery on Upper Park Street and asked is there anything that can be done about it. He also commented that Y Gegin will not be reopening in the Market. Cllr Goff commented that the litter around the town has improved since Phil Lynch has started and that he has done an excellent job.

Cllr Hall commented that an area had been cleared for parking in Park Street, but people have still been parking in the cemetery and that some vehicles have not had any tax and insurance. Cllr Hall commented about the Market and it is with the Property section of the County Council at the moment. He said that there are people interested in the building.

Cllr Phillips commented about the increase in dog mess around the town and asked if she could have some posters, the Town Clerk commented they were available from the office.

Cllr Phillips commented that the sign in Gwyther Street has been put back up. She then commented about the state of repair of the highway at Commercial Row. The Town Clerk commented that County Council are waiting for utilities to sort the issues before it is resurfaced. Cllr Phillips commented that Bush Street and Albion Square are also in a terrible state. The Town Clerk stated that Albion Square is on the list for this coming year and explained that PCC take into consideration several factors such as skid rating and potholes when deciding on priority.

Cllr J George commented about the potholes at the top of Tregennis Hill.

Cllr J George commented about the Cleddau Bridge. He said that it has been 3 years and rubbish is being piled up on the site and asked is there anything happening with it.

Cllr Hall commented that there are people interested and that the site has consent for a residential home or to re-build as a hotel. He said that the owner has no obligation to take it down only make the area semi safe.

Cllr Manning commented about the cobbles at the bottom of Dimond Street and Meyrick Street saying that they are dropping away quite badly. Cllr Hall commented that he has not seen any program for this work to be undertaken. He said that if the cobbles are taken up PCC would have to possibly repay grant money. The Town Clerk stated that she will ask PCC about this area.

Cllr Manning commented about some of the properties that back onto Park Street from Park Lane. He said there are a couple of garages with no doors on and people are throwing their rubbish in them. Cllr Manning said he has knocked on people's doors but has not had much luck. Cllr Hall commented that enforcement have had 170 reports to deal with in the last 12/18 months so if it is rubbish it may be worth contacting the Environmental department who will take photos and send to the owner. The Town Clerk stated that she would make an enquiry.

Cllr Judkins commented about the cobbles and asked how long they must stay in place before we are liable to pay back the money. Cllr Hall commented that we would have to get permission. Cllr Judkins asked the Town Clerk if she could find out what the timescale on the funding was, as all grant funding has a timescale and if it is 10 years then that would have lapsed. Cllr Beynon suggested to Councillors to put these locations in the Active Travel Consultation.

#### **121. MAYOR'S REPORT**

The Mayor commented that he had nothing further to report.

**There being no other business the meeting was closed.**