

At a Virtual Meeting of Pembroke Dock Town Council on Thursday 8th April 2021

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

**IN ATTENDANCE:**

Sarah Scourfield - Town Clerk

Amanda Hart - Deputy Town Clerk

Caroline Mason - Communities and Committees Officer

**122 APOLOGIES FOR ABSENCE**

Cllr S Davis and Cllr P George

**123 DECLARATIONS OF INTEREST**

Item 85 of Town Clerks Report - Citizens Advice Grant Funding Application - Cllr O Connor declared a personal and prejudicial interest.

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

**Milford Haven Port Authority**

Steven Edwards, Tim James and Anna Malloy from Milford Haven Port Authority attended the meeting to give a quarterly update. Steven Edwards shared a presentation with members outlining the Port Authorities purpose to build the Haven's prosperity. He said it's not just about the economy, it's about having a shared purpose of working collaboratively with partners for the benefit of the communities and future generations. Steven outlined the Port Authorities core values which were Safety, Collaboration, Sustainability and Excellence. He then gave some other Port updates:

**Pembroke Dock-Rosslare ferry crossing**

- Irish Ferries 10-year agreement - a statement of market confidence
- From 1 June, a new Irish Ferries' Channel service
- The Port is encouraging a return to pre-Brexit freight and pre-Covid passenger levels
- The route is important for jobs, tourism and culture

**Freeports**

- A Freeport would be a vehicle to repurpose existing infrastructure and skillsets to meet our low carbon ambition and create new green jobs

➤ Awaiting an update from the Welsh Government on the details of any bidding process in Wales.

**CCAT (Coastal Communities Growing Together)**

The Port is one of six partners and has had a successful second year using innovative tools to help the local community understand how climate change is affecting their local area and introducing collaborative resources to help communities adapt proactively together. He said that Schools, Community Groups and Councils along the Haven Waterway are invited to take part in a tree planting activity as part of a local response to climate change.

Cllr O Connor commented about the new ferry and said there was a different ferry docked recently. Steven commented that over the bank holiday weekend they had been doing some test berthing and test docking.

Cllr Burrell asked if the Port Authority is involved in the Destination Management Partnership with Visit Pembrokeshire and if they could play a role in helping them encourage visitors to the waterway destinations. Steven commented that they are part of the Port Advisory Board within Visit Pembrokeshire and they are helping to develop and increase the ambition with regards the waterfront. He commented about the 100 bedroom hotel located on the Milford Haven waterfront and said they are engaged and will help encourage more visitors to Pembrokeshire.

Cllr Manning asked the representatives from the MHPA if they are able to comment on the application for the Tanker Park. Tim James commented that they had been approached by Certas Energy, which is an Oil distribution business who are long-term tenants of the Port Authority and they are looking to expand their operational presents and were looking for a facility to store their tankers. He said that the Port Authority had leased them an area on Criterion Way as a possible parking and storage facility but it is Certas Energy's application. Cllr Manning commented that it is not an ideal location next to the town centre.

Cllr Beynon commented that it was good to have communication and it would be good to keep the quarterly sessions. He said it would be nice to have in depth briefings outside of these meetings. Anna Malloy commented that the MHPA sometimes have an hour session with Milford Haven Town Council prior to their meeting and perhaps they could look at doing something similar with PDTC.

The Town Clerk thanked the representatives from the MHPA for attending the meeting

**Police Community Support Officers update**

PCSO Rob Armstrong and PCSO Nadia Lloyd attended the meeting and informed members that Pembroke and Pembroke Dock now have their own Facebook page which will be updated with press releases, missing persons and new posts. He said he would email Councillors the link to enable them to sign up.

Cllr Burrell commented that as a non-Facebook user, how would be they be reaching out to non-Facebook users. PCSO Armstrong commented that there is a quarterly newsletter or the possibility of signing up to your area via the Dyfed Powys Community Messaging System and you can receive emails or text messages with updates.

**125 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 11TH MARCH 2021.**

**It was PROPOSED by Councillor J Beynon  
SECONDED by Councillor T Wilcox  
RESOLVED - That the Minutes of Thursday 11<sup>th</sup> March  
2021 are adopted as a true record.**

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

**Page 123 item 111 – Allotments**

Cllr Goff asked for an update on the allotments. The Town Clerk commented that PCC are aware of what is going on and working on getting them into a better condition, but it is going to take time, and is happening slowly.

**Page 124 item 98– South West Wales Connected**

Cllr Burrell asked if anyone went to the South West Wales Connected meeting and if there was an update. Cllr Beynon commented that he attended the meeting and that it was not just around the station but anything within five miles. He said they are planning to have another session and it would be good if we could get more support from residents as there were only 3 people from the community at the meeting. Cllr Beynon commented that there is grant funding available for anything within 5 miles which covers the whole of Pembroke Dock. He said that when people arrive at the station, they want to have a map with what there is to do within Pembroke Dock and linking everything up. He said he would go to the next session and if anyone knows of anyone that is interested in the train station it would be good to encourage them to join.

**Page 126 item 70 – Llanion By Election**

The Town Clerk confirmed there will be an Election for the Llanion Ward and there are three candidates. She also confirmed there are 2 vacancies in the Pennar Ward and they are both up for co-option which will be advertised next week.

**Page 128 item 73 – CRUSE**

Cllr Wilcox commented that his comment was relating to the Citizens Advice item 72 rather than CRUSE.

**Page 128 item 74 – Customer Service Proposal**

Cllr Wilcox commented that he had contacted Paul Ashley Jones who was going to get back to him with dates for opening the Library front facing office, but he had not yet heard anything so he will contact him again.

**Page 129 item 76 – Twinning**

The Town Clerk stated that she had contacted Pembroke Town Council to let them know there were interested parties to attend the meeting and that she will let members know when there is a date set for the meeting.

*Cllr Judkins joined the meeting at 19.01*

**Page 131 item 79 – Play Area lease update**

Cllr Goff asked if there was an update from the meeting with PCC on 17<sup>th</sup> March 2021. The Town Clerk commented that there was no update as the person that they need to attend the meeting was unable to due to technical issues, so she is waiting for PCC to arrange another meeting.

Cllr Wilcox commented that St Patrick's is going ahead, and that he had received the letter to install the equipment pending the transfer.

**Page 135 item 120 – Community Issues**

Cllr Beynon asked if there was an update on the Cobbles. The Town Clerk stated that she has emailed PCC and she is waiting for a response about the end of the grant funding.

## 127 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

### 80. A Pembrokeshire Pentacle – Book Release

The Town Clerk stated that Mr George Jackson had recently contacted the Town Council to highlight the release of a book which he has written called 'A Pembrokeshire Pentacle'. Mr Jackson who was Town Clerk at Pembroke from 1979-1984 had asked if Council would be interested in purchasing a copy of the book for archives. The cost is £8.99.

**All members agreed to purchase a copy of the book for archives**

### 81. Future of Trains and the Rail Network in West Wales

The Town Clerk stated that Pembrokeshire County Council has been working with Welsh Government and other partners around options for improving rail services to the West Wales area.

She said that the Consultation for what is called the regional "Metro Rail Project" is now live on the Welsh Government's website. This includes the ideas for improvements of rail services to West Wales, with proposals such as increased frequency of long-distance strategic services; increased local services from West Wales; new stations and improvements to existing stations; and development of a Swansea Bay and West Wales Metro network.

There is a lot more detail in the links below, but it does include options such as:

1. South Wales Main Line rail journey time improvements (outside Pembrokeshire, but important to get the overall "speeding up" of rail times)
2. West Wales Express: Taunton/Bristol Temple Meads to Cardiff services extended to Carmarthen or Milford Haven (hourly) either via Swansea or via Swansea District Line (SDL) or with/without West Wales Parkway Station (Felindre).
3. Extend the current fast service from Carmarthen to London, to begin and end its day at Milford Haven or Haverfordwest
4. New service Swansea/Carmarthen to Pembroke Dock
5. Reconfigure Swansea to Fishguard Harbour services.

Cllr Beynon informed members that the Consultation for the Metro Rail Project is about improving the speed of the line for connections between Pembroke Dock and London, Pembroke Dock and Cardiff and other areas and there is scope in the future to improve our rail network. He said that the consultation is live on the Welsh Government's website and asked members if they could fill in the form individually to improve the connection.

Metro Rail project Links:

Cymraeg: <https://llyw.cymru/metro-bae-abertawe-gorllewin-cymru>

English: <https://gov.wales/swansea-bay-and-west-wales-metro>

## **82. One Voice Wales Membership**

The Town Clerk stated that she had received information from One Voice Wales that membership renewal was due and that she had provided members with a copy of the information stating their achievements throughout the last year. She stated that the cost of membership renewal would be £1615 for the year which is based on 4668 chargeable dwellings at £0.346p per dwelling. These costs are based on the valuation list not the electoral register.

Cllr Manning commented that the membership should be renewed as it is beneficial to staff and Councillors and has been a useful tool.

**It was                    PROPOSED by Councillor G Manning  
                                  SECONDED by Councillor S OConnor  
                                  RESOLVED - That One Voice Wales membership is  
                                  renewed at a cost of £1615 for 2021/2022.**

**All members agreed to pay the membership renewal.**

## **83. Milford Haven Water Recreation Management Plan 2021-2026**

The Town Clerk stated that she had been provided with the final draft copy of the Milford Haven Waterway Recreation Management Plan 2021-2026 which had been shared with members and she confirmed that any comments members have will be feedback as a Town Council.

Cllr Burrell commented about the cleaning of the slipway at Hobbs Point as it is weedy and messy. She said she was pleased to see that they have included an education programme to assist and engage young people to use the area safely. Cllr Burrell suggested educating people about the nature benefit and the value of the waterway as we do not always appreciate that we have a special area of conservation in Pembroke Dock.

## **84. Community Health Council March Update**

The Town Clerk stated that she had received the CHC March Update and had included a copy of the report within member's papers.

## **85. Citizens Advice Bureau - Extra Information for Funding**

The Town Clerk stated that the Citizens Advice Bureau had provided further information in relation to questions raised at the last meeting. She said she had approached Pembroke with regards to how much funding they provide to community groups and the Town Clerk confirmed that Pembroke only provide a maximum of £100 for any requests.

Members at the meeting briefly discussed the funding and the location. Comments were made about the current Citizen's Advice office also located in Pembroke Dock which is open more hours and questioned if this service would be more beneficial located in Pembroke.

Cllr Burrell proposed to have someone in the PDTC office 1 day per week providing specialist support to members of the public or if they use their own offices. She said that the Town Council should contribute to this service as it is beneficial to the residents of Pembroke Dock and suggested £5,000 for 12 months.

**It was                      PROPOSED by Cllr Burrell  
                                    SECONDED by Cllr Beynon  
                                    RESOLVED that Pembroke Dock Town Council will  
                                    contribute £5,000 to the Citizen's Advice for a 12-month  
                                    period and will be reviewed after 12 months**

A Vote was taken and there were 8 votes to support this funding application and 1 against.

#### **86. Town benches**

The Town Clerk stated that Councillor Beynon had asked for this item to be raised at the meeting, he had commented that with the Pandemic and residents required to stay local there are areas throughout the town which require more seating. He asked for some of the reserves to be allocated for this. The Town Clerk stated that there was £5000 set aside last year for the Action Plan of the Council, but as this was not spent it has been earmarked and carried forward into this financial year, so this fund could be used towards benches.

The Town Clerk asked members for locations and number of benches in order to get costs and permissions together.

Cllr Manning commented that he is currently working on 2 or 3 sets of bench ends and replacing the wood and that he would like another bench for West Llanion Pill. Cllr Manning also commented about the permissions needed for a bench outside the café on Dimond Street and asked how this is progressing.

Cllr Wilcox commented that he had obtained one bench from the Maritime Museum and from the survey undertaken recently, the Community would like to see more benches. He asked for 1 more bench for Pennar

Cllr O Connor commented about the possibility of putting the town benches out to public consultation and if people would like to contribute, they could have a plaque on the bench, and this would encourage more ownership of the benches.

Cllr Burrell suggested getting some new picnic benches at the Cleddau Bridge picnic site as it is looking a bit run down.

The Town Clerk stated that she would get prices together and bring this back to the next meeting.

### **87. Zurich Insurance Renewal**

The Town Clerk stated that the renewal for the Town Council insurance had been received, she said that the information on the policy had been reviewed and in the current situation we are sufficiently covered. She informed members that the renewal cost was £2,781.67 and that once any building works starts, Council will be required to take out a separate policy which will cover for any damages.

**It was PROPOSED by Councillor J George  
SECONDED by Councillor G Manning  
RESOLVED - That the amount of £2,781.67 is paid to  
Zurich Insurance for the renewal costs of the policy.**

**All members agreed to pay the insurance renewal**

### **88. Year End Finances for 2020/2021**

The Town Clerk stated that it had come to the end of the Financial year for 20/21 and she went through the final budget figures.

As of 31<sup>st</sup> March 2021 the bank balance is **£205,415.16**

Current Earmarked reserves sit at **£ 58,230.77**

With suggested budget carried forward **£ 10,400.00**

*28 Dimond St Maintenance* £ 1,500.00

*St Patricks Maintenance* £ 1,200.00

*West Llanion Maintenance* £ 1,200.00

*Action Plan* £ 5,000.00

*Remembrance* £ 1,500.00

24 % of the working business reserve **£ 48,183.60**

**This leaves general reserves of £ 88,600.79**

Cllr Burrell commented that she would like Council to agree for the Personnel Committee to look at and to consider employing an Action Plan and Projects Officer. She suggested it would be good to have someone to facilitate the Action plan and consult with the community and ideally have that person in place ready



for the next round of Councillors' next year. She said that as part of the job description the person could ensure that the reserves are spent and making new projects happen within Pembroke Dock by applying for grants.

Cllr O Connor commented that this was a good proposal to have a specialist person designated to finding out what the public wants and suggested it was on a fixed term contract for 12 months to see if it works.

Cllr Wilcox commented that it was a good idea and could become self-financing. He suggested putting this opportunity out to tender on a self-employed/part time basis.

The Town Clerk commented that this proposal needs further discussion about the feasibility of the post and to look at both options of employed and self-employed basis. She confirmed with members that they agree that the Personnel Committee look at this proposal.

**All members agreed.**

Cllr J George commented that the staff were having problems with the computers and suggested upgrading the office computers from the reserves.

The Town Clerk commented that because the computers were built other companies are not prepared to look at them to have them fixed. The Deputy Town Clerk commented that the computers are slow, and they do not have webcams on the screens which has caused difficulties when attending online meetings. She said that ideally staff need a screen with a webcam.

Cllr Beynon proposed that Council delegates the authority to the Town Clerk to get the computers that staff need as part of the upgrade.

**All members agreed for new computers to be purchased with the Town Clerk being delegated authority to purchase computers which are sufficient for the tasks required.**

Cllr Wilcox commented if there is any extra money available, he would welcome any donation towards play equipment at Pennar Park. He said that they had recently undertaken a survey in Pennar and there was a good response with the play area high on the wish list and that a number of events were earmarked for last year to raise money for the park, but they could not take place. Cllr Wilcox commented that a set of

approved swings would cost £8,000 and that any contribution would be gratefully received.

Cllr Beynon proposed that Council donates £8,000 to Pennar Park and suggested that this Reserves Item remains on the agenda for the next meeting.

The Town Clerk stated that this proposal would need to be agreed at the next meeting and would be included in the Town Clerks Report.

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

### **89. Community Tree Planting Project - Donation of Trees**

The Town Clerk stated that she had received information from MHPA with regards to a community planting project which they are currently undertaking. Community groups and councils along the Milford Haven Waterway are invited to participate in a tree planting activity as part of a local response to climate change. The Coastal Communities Adapting Together (CCAT) project will distribute free, native trees suitable for the environment to those wanting to provide additional habitats for wildlife, increase biodiversity, help to reduce levels of carbon in the atmosphere and of course combat climate change. Community groups and councils may order up to 34 trees initially. The Town Clerk stated that she had sent the information out via email to members but only received 2 responses.

The Town Clerk confirmed that the locations that have been requested are the Memorial Park and West Llanion.

Cllr O Connor suggested having an apple tree at the Memorial park and Cllr Phillips suggested planting some trees at West Llanion Pill by the new benches.

Cllr Wilcox commented that if available, he would like some black thorn trees for Pennar Green.

### **90. Extraordinary Council Meeting**

The Town Clerk stated that at the last Full Council meeting, it was agreed that the Council would hold an extraordinary meeting to discuss the forward funding for the Pater Hall. She suggested that this meeting is held in Private and Confidential to allow for an uninterrupted discussion. The Town Clerk proposed that the meeting takes place on Thursday 15th April 2021 at 6.30pm.

**All members agreed**

**91. Charity Classic Vehicle Run – 11th April 2021.**

The Town Clerk stated that an email had been received from Mal Powell from Pembroke who is organising a classic vehicle run from South Pembs Hospital to Withybush then onto Glangwilli. She said that he is asking for donations for the event, all monies received will be donated to Withybush Hospital.

The Town Clerk stated that If anyone would like to donate towards the event, to contact her.

**92. Remote Meetings After May 2021**

The Town Clerk stated that The Local Government and Elections (Wales) Act 2021 makes it easier for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings – where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings and electronic publication of documents currently provided through the Local Authorities (Coronavirus) (Meetings) (Wales), Regulations 2020 Act and it is intended to have effect from 1 May 2021 to dovetail with the expiry of the Local Authorities (Coronavirus) (Meetings) (Wales), 2020 Regulations.

The Town Clerk informed members that meetings will continue online, as the PDTC meeting room does not currently meet the Health and Safety requirements.

**93. The Local Government and Elections (Wales) Act – Changes from April 2022**

The Town Clerk stated that on 20 January 2021, the Local Government and Elections (Wales) Act 2021 received Royal Assent. Provisions within the Act are of interest to town and community councils.

1. From April 2022 community and town councils will have a duty to prepare and publish an annual report about the council's priorities, activities and achievements.
2. From 5 May 2022 community and town councils will have the power to pass a resolution to become eligible to exercise General Powers of Competence. Welsh Government will consult on eligibility prior to introduction.
3. From 5 May 2022, community and town councils will have a duty to consider training from 5 May 2022 for councillors and community council staff and publish the first training plans by November 2022.
4. The power of well-being is due to be repealed once the general power of competence comes into force on 5 May 2022.

NB. Activity started using the well-being power before 5 May 2022 can continue until it finishes, but no new activities can be started using this power from 5 May 2022.

The Town Clerk stated that due to PDTC being over the threshold of £200,000, the accounts will move to income and expenditure instead of receipts and payments and it will mean that there will be a number of Acts that will need to be adhere to.

#### **94. Smoke Free Law – Guidance changes**

The Town Clerk updated members on the following guidance changes. On 1st March 2021, the law around smoking in certain areas including play areas has changed. The new legislation will mean that hospital grounds, school grounds and public playgrounds, as well as outdoor day care and child-minding settings will be required to be smoke free. Over the next year smoking bedrooms in hotels, guest house as well as self-contained holiday accommodation (cottages, caravans etc) will be phased out.

#### **129. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT**

The Mayor commented about Park Lane and asked if any feedback had been received from PCC. The Town Clerk stated that she has not yet received any feedback but will contact them.

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

There were no reports from representatives serving on outside bodies

#### **131. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS**

#### **ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
28.02.2021	Google Ltd	£3.77
25.02.2021	1 & 1 internet	£6.00
04.03.2021	Post Office	£7.65
04.03.2021	Post Office	£1.53
05.03.2021	P A Lynch	£1200.00
05.03.2021	Eurooffice	£48.10
04.03.2021	British Gas	£134.90
10.03.2021	Rialtas Business	£206.40

09.03.2021	Digital River Ltd	£15.00
15.03.2021	Dyfed Alarms	£132.00
15.03.2021	Dyfed Alarms	£72.00
15.03.2021	Welsh Water	£52.03
15.03.2021	British Gas	£28.92
15.03.2021	Zoom	£14.39
16.03.2021	1 & 1 internet	£6.00
17.03.2021	DJM – Christmas tree	£485.00
19.03.2021	SWALEC	£26.55
23.03.2021	Bank charges	£6.50
23.03.2021	Marc Jones window cleaning	£70.00

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
11.02.2021	PWLB Loan repayment	£2,405.58
16.03.2021	Deputy Mayor Allowance	£500.00
19.03.2021	Cllr Wilcox Allowance	£120.00
19.03.2021	Cllr Phillips Allowance	£150.00
19.03.2021	Cllr Beynon Allowance	£120.00
19.03.2021	Cllr O'Connor Allowance	£520.00
19.03.2021	Cllr Burrell Allowance	£150.00
24.03.2021	Pembroke Design	£300.00

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.04.2021	HSBC – Interest	£1.06

**SALARIES AND WAGES**

06.03.2021– 05.04.2021	Salaries	£ 5,066.43
06.03.2020 – 05.04.2021	Tax & NI	£ 1,908.92
06.03.2020 – 05.04.2021	Pensions	£ 900.64

**ACCOUNT BALANCES**

31.03.2021	HSBC Business Account	£ 77,429.52
31.03.2021	HSBC Premium Account	£ 127,985.64

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

**132. AGENDA ITEMS FOR THE NEXT MEETING**

There were no items suggested for the next meeting

**133. COMMUNITY ISSUES**

Cllr Phillips commented about the condition of the pavements in Law Street and asked if someone could have a look at this area. The Town Clerk stated that she will highlight this issue with Pembrokeshire County Council.

**134. MAYOR'S REPORT**

The Mayor commented that he had nothing further to report.

**135. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL**

**It was**                    **PROPOSED by Councillor G Goff**  
**SECONDED by Councillor J George**  
**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.**

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