

At a Virtual Meeting of Pembroke Dock Town Council on Thursday 4th November 2021

PRESENT: Cllrs: J Beynon, M Bowen, M Colgan, W Gannon, J George, G Goff, B Hall, T Judkins, G Manning, S O Connor, J Phillips, T Wilcox

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Hart - Deputy Town Clerk

Caroline Mason - Communities and Committees Officer

Cllr Beynon opened the meeting and welcomed everyone.

75 APOLOGIES FOR ABSENCE

Cllr Dilys Burrell, Cllr T Judkins, Cllr P George

76 DECLARATIONS OF INTEREST

There were no declarations of interest

77 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Cllr Beynon welcomed Steven Edwards and Anna Malloy from Milford Haven Port Authority who attended the meeting to give a quarterly update from MHPA. Steven gave a verbal update on the Port of Pembroke Dock and the Future Energy Strategy. He said that with regards to their staff, tenants, and Irish ferries they are still feeling the impact of COVID and Brexit.

Steven said with regards the Irish Ferries, passenger nos. are 20% and freight is 80% less than they were in 2019 and they have some way to go to get it back. They have agreed a long term deal with Agricargo and have had some good interest in the vacant properties in Pembroke Dock. Steven informed members that all partners have signed a collaboration agreement for the Pembroke Dock Marine project and will be starting phase 1 – Hanger Annexes then move onto the Mega slipway, however they have seen a 20% increase in costs and are working with partners looking at all options.

Steven stated that in terms of safety there has been no lost time injuries in Sept and there had been 1100 days since the last lost time injury. In terms of returning to the office, staff are still working from home due to Government guidelines.

Freeports in Wales – still no agreement, therefore they have written to the Secretary State of Wales.

Steven also gave an update on the Future Energy Strategy, he said that the Port and Haven have a lot of interest in the green renewable energy. The Celtic Sea demonstration projects should be completed by 2030 and that at least 1 developer per week have been looking at the facilities in the Port and they have a clear picture of where the Port can play a part in being the number one net zero Port in the future.

Cllr Gannon asked if the fall in foot passengers and truck passengers will have an impact on the income of the port and what would be the long-term effects of the ferry link to Ireland as a result of Brexit.

Steven commented that the reduction in passenger is having an impact, it did in 2020 and is it now and revenues to the port have had a 30% reduction in income. He said ultimately their aim is to get the passenger numbers and revenue back to pre-covid and that they do have a long-term contract with Irish Ferries.

Cllr Beynon thanked Steven and Anna for attending the meeting and giving the quarterly update.

78 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 7TH OCTOBER 2021.

**It was PROPOSED by Cllr Goff
SECONDED by Cllr Manning
RESOLVED - That the Minutes of Thursday 7th October 2021 are adopted as a true record.**

79 MATTERS ARISING FROM THE MINUTES OF THURSDAY 9th SEPTEMBER 2021.

Page 70 item 71 – Community issues

The Town Clerk stated that PATCH was invited to the meeting but were unable to attend. She said that they are looking at attending the next meeting on 2nd December 2021.

Page 71 item 71 – Community issues

Cllr Goff asked if any of the Llanion Ward Councillors had been in contact with the lady in East Dimond Street regarding the issue she was having with her property.

Cllr Phillips commented that this issue had been explained to the lady previously and that it is a Pembrokeshire County Council issue.

80 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

54. Traffic & Highways Community Works Fund

The Town Clerk stated that this fund was discussed in a previous meeting and members were asked for ideas to put forward. She said that the information had been received back from the above fund with regards to Treowen Road traffic calming measures

The application proposes speed reduction measures. Fundable under Highways Community Works would be the procurement and installation of 2 vehicle activated speed indicator signs on Treowen Road.

Pembroke Dock Town Council submitted two other applications. It was confirmed that Treowen Road application given that only one application per authority could be considered.

The other two applications were:

- ‘Removal of Cobbles-Dimond Street, Pembroke’. They have stated *“There may be an invitation to submit a Traffic & Highways Community Works Fund application next year 2022-23. Before considering resubmitting this please check the guidance note section on what schemes funding will be available for. As this application was not considered for 2021-22 I have not discussed it further with colleagues, but I am doubtful if the request would have been considered under the existing allowable funding criteria.”*
- ‘L shape bus shelter –Laws Street’. *“There may be an invitation to submit a Traffic & Highways Community Works Fund application next year 2022-23. Before considering resubmitting this please clarify with more detail what is proposed. I understand that the width of the pavement is restricted making an enclosed bus shelter difficult; though a cantilever or ¼ side shelter may be suitable providing limited protection.”*

Confirmation was required that Pembrokeshire County Council takes forward the application ‘Traffic Calming Measures on Treowen Road, Pennar, Pembroke Dock’ in the form of procurement and installation of 2 vehicle activated speed indicator signs on Treowen Road.

The Town Clerk stated that they have informed her that there is a match funding cost to

Pembroke Dock Town Council of £1,000, she said that the Fund for this could be allocated from the Action plan pot to ensure the funding is not lost.

It was **PROPOSED by Cllr Beynon**
SECONDED by Cllr Manning
RESOLVED – That PDTC agree to pay the match funding of £1,000 from the Action plan budget.

A Vote was taken, all members agreed

Cllr Bowen commented that she wasn't aware that there was match funding needed but she is very happy there is a possibility to have an L shaped bus shelter.

Cllr Beynon suggested that when the Finance Committee meet in the future, they could put some funds aside for match funding projects.

55. MHPA Representative

The Town Clerk stated that she had received notification from Rhian Cowen who is currently the towns MHPA representative that she will need to step away from the role as she is moving out of the town. She said that Council will therefore need to readvertise for the role, and asked members if they know anyone who may be interested to ask them to get in contact with her. The Town Clerk informed members that another advert will be coming out in the coming weeks.

56. Visit Pembrokeshire

The Town Clerk stated that she had been contacted by the CEO of Visit Pembrokeshire who are the official Destination Management Organisation for Pembrokeshire. They are a business led partnership with the public sector, working together to grow tourism for the benefit of all.

They state that they were successful in securing £91K grant from the Enhancing Pembrokeshire grant scheme which alongside match funding from the Private sector, had enabled them to deliver 12 months of integrated destination marketing activity. They commented that they are looking to secure further funds for beyond April 2022, but PCC have informed that whilst there is no funding to support strategic projects.

They have commented that there are several localities where individual Enhancing Pembrokeshire grant allocations which will remain underspent for this year and have been informed by PCC that if individual councils were supportive of an application from Visit Pembrokeshire, focussed on continued Destination Marketing for the benefit of

Pembrokeshire as a whole, and to allocate some of the underspend to this PCC would be happy to consider an application on this basis.

The Town Clerk informed members that they are looking to have one pot of money to promote Pembrokeshire but there are no guarantees it will be spent on Pembroke Dock.

Cllr Beynon commented that Visit Pembrokeshire was set up by PCC, PCNP and other Private sectors to form one Business Partnership to promote different areas of Pembrokeshire. He proposed that if members are happy to allocate some funds, we should ask to have the opportunity to see what they have planned for Pembroke Dock with regards marketing and selling our town to tourists.

It was **PROPOSED by Cllr Beynon**
SECONDED by Cllr Bowen
RESOLVED - That PDTC allocate some funds and request to see the planned promotion of Pembroke Dock

All members agreed

57. Finance Committee Budget 2022/2023 Recommendations

The Town Clerk stated that the Finance Committee had reviewed the budget after the last council meeting in order to find ways for reducing the precept.

The Town Clerk stated that she had attached a copy of the agreed budget from the last meeting for members.

Cllr O Connor commented at the last meeting members agreed for the Finance Committee to review the draft budget to look at making savings to reduce the precept. He said that the Finance Committee recommended the following cuts:

Code	Description	Reduction amount	Reason
1117	Website	£ 1,500	Reasonable changes have been made to the current website to meet current regulations
1514	West Llanion Pill	£ 1,200	This has not progressed with PCC and with the current plans in the surrounding area the Clerk would not advise the Town Council to take this area on.
1705	Civic Regalia	£ 4,300	The funds were earmarked for a chain which could be made as a local project, this is not a simple process and the finished product may not meet expectations so for that reason

			it was agreed the current chain was sufficient.
1808	Town Band	£ 1,000	This project will not be going ahead
1810	Freedom of the Town	£ 1,000	This event will not be going ahead
1812	Queens Jubilee	£ 3,000	It was felt the budget could be reduced with smaller events being held around the town.
	Total Amount	£ 12,000	

There were a number of other suggested areas where cuts could be made but the finance committee did not recommend these cuts were made. They are

Code	Description	Reduction Amount	Reason	Committee reason for not making a cut
1626	West Wales Maritime	£2,500	This is the only application granted the full requested amount with all other applications only being part granted.	This is a one-off payment and the organisation is good for the town
1625	Pennar Robins	£4,500	There are other grant sources available	It was agreed this grant should be given to help towards the tractor as they support a lot of children in the town
1805	Christmas	£1,500		The Clerk confirmed that for a full event to be held the funds would be required, reduction would see a reduced event
	Total	£8,500		

	Income	Expenditure
Bank totals	£ 164,151.57	
Income still expected	£ 66,923	
Budget still to be spent		(£139,923)
Rear building cost not budgeted for		(£ 24,000)
Business reserve		(£ 50,191.25)
Totals	£231,074.57	£214,114.25
Surplus	£ 16,960.32	

Proposed 21/22 budget	£238,520		
Savings recommended by Finance Committee		£12,000	
Surplus		£16,960	
Required Precept request	£209,560	£59.69 ph*	4.38% increase

*£2.51 per band D household increase on 21/22

The table below shows the amounts if the other amounts above were considered

	Reduction	Precept	Amount Per H/hold	% increase
West Wales Maritime	£2,500	£207,060	£58.98	3.04
Pennar Robins	£4,500	£205,060	£58.41	2.13
Christmas	£1,500	£208,060	£59.26	3.63

Cllr O Connor commented that this budget is a good compromise so that PDTC don't lose all the good things the Council are doing for the town. He said that the Finance Committee looked at all avenues and did not want to lose what the core business is and protecting the town and its heritage.

It was **PEOPOSED by Cllr O Connor**
SECONDED by Cllr Beynon
RESOLVED – That PDTC accepted the proposed Budget of £209,560 for 21/22.

A Vote was taken, 10 members for

All members agreed.

58. Police and Crime Commissioner – Draft Police and Crime Plan

The Town Clerk stated that information has been received from the Police and Crime Commissioner with regards to the draft police and crime plan, she said that she had emailed the information out to all members and asked them if they would review the plan and provide comments.

All members agreed

59. Councillor Phillips Email Update

The Town Clerk stated that she had received the below email from Councillor Phillips which all members had seen, and it was suggested it was discussed as part of the agenda at this meeting. Please see information below.

"It's some time now since the Action Plan group got together. Could we arrange a Meeting soon to follow up/review our plan and implement some of the ideas put forward. Some of our newer Members might like to get involved.

A meeting will not be arranged until start of 2022. Office staff have a large amount of work to undertake, and an action plan meeting will not be prioritised over other tasks at present.

Park Signage

Could we look into the cost of new signage for the park, its History, rules and regulations regarding age restrictions on equipment, banning of vehicles/motorcycles etc. and the control of dogs when off the lead. An unfortunate incident happened to me and my granddaughter last week, when two bulldog type dogs came bounding at us at some speed, frightening the both of us. The owner was unaware where his dogs were, as he was on his phone facing in the opposite direction. I made myself known and asked politely, could he keep his dogs under control. He wasn't very polite back to me!

The Town Clerk asked members if they could confirm the wording they wanted on the signage, and locations they would like the signage erected within the Memorial Park so she could gain costings from PCC.

Members discussed the park signage with regards the type of signs that would be needed, how it could be funded and enforced. It was agreed that it would need to be brought to a future meeting as an agenda item to discuss and make informed decisions once costs had been obtained.

Please see the fencing around the playpark being completed, but when will the fencing be renewed around the tennis courts/skatepark, which is spoiling the image when we are trying to improve things. I am getting lots of comments about this situation.

The Town Clerk informed members that it is the responsibility of this Town Council to replace not PCC, the old fencing was recently removed because it had become a hazard. The replacement of this fence will be at the cost of the Town Council it will be brought to Council in due course. She said that she would need members agreement if they wanted the fence to be replaced but it would be a cost to the Town Council.

Did we find out where the large recycling bin disappeared to? Apparently the bin in the small playground is a Health and Safety issue according to one of P.C.C.'s staff, could we get this replaced as soon as possible.

The Town Clerk informed members that the recycling bin did not disappear it was taken away due to the works being undertaken on the play area. She said it will be replaced and that there has been nothing raised to her from PCC about the bin being a Health and Safety issue, and that she would confirm with PCC if this is the case.

What has happened to the concrete gate entrance, and is this in hand for re-building?

The Town Clerk stated that it was knocked down and it was due to a delivery to the bowls club and will be rebuilt in due course.

Cllr Hall commented that the lorry driver admitted liability and the pillar will be moved back further when it is rebuilt.

Plaque to commemorate 1941 bombings, is this progressing?

The Town Clerk stated that she has discussed the plaque with John Evans and is waiting for agreement for costs to be shared with Sunderland Trust and agreement of the type of plaque. She said that this is an item which has not been budgeted for.

Property corner of Bush /Gwyther Street- no progress seems to have been made regarding this eyesore. Could we write again to P.C.C. there are options now with new Legislation regarding Compulsory Purchase. We are no further ahead after three years, and neighbours particularly Mrs Cashman need a definitive answer."

The Town Clerk informed members that there has been no progress, as there has been no works required on the property. She advised members that as a Councillor for this ward you can contact PCC for an update and feedback to a meeting. The Town Clerk stated that she would forward to contact details to Cllr Phillips.

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

There was no supplementary report.

82. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no other items which are urgent.

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

Cllr Phillips gave an update from the Heritage Centre and informed members on the official opening of the Battle of Britain exhibition, she said that there were visitors from Schools, local organisations and visitors from overseas. Cllr Phillips commented that the visitor numbers for September and October had been as high as in August this year. She said that the accreditation is going well and informed members that the Centre will be closing from 17th December until mid-February. She said that she attended the AGM and the Chair gave a very positive report and they have a number of up and coming events planned for next year.

Cllr Manning informed members that he had attended two One Voice Wales meetings one for larger Council and one for the area. The first course was about Community Carbon Literacy training, he said that One Voice Wales are going to set up online courses to explain the sciences and focusing on a solution.

Cllr Manning commented that the second course he attended was about reliance to Cyber Attack. He said that during COVID most Councils across Wales were doing online meetings and the biggest issues were around the security of laptops and that some people had been hacked compromising Council information. Cllr Manning commented that County Councils like PCC have their own protection, but this is for Town & Community Councils. The one adopted by Welsh Government is called Cyber Nijas for Councillors and its completely free we just need to contact the group to set up a meeting to assist with upgrading security protection on members computers. He said that he had sent links to the Town Clerk.

Cllr Manning commented that all members had received an email from One Voice Wales regarding Section 47 multi location meeting survey, he said he had had a look at it and gone through the questions and they are very bias excepting everything to be done remotely. Cllr Manning commented that a lot of Councils don't have the equipment for face-to-face meetings and to allow connection online which would mean a financial implication to comply with Welsh Government guidelines.

**84. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS
ACCOUNTS FOR PAYMENT**

Date	Description	Amount
30.09.2021	Post Office	£14.23
30.09.2021	Google Ltd	£5.80
01.10.2021	Clarity Copiers	£43.55
01.10.2021	1 & 1 Internet Ltd	£9.94
01.10.2021	British Gas	£37.98
04.10.2021	P A Lynch	£1,500.00
11.10.2021	B T Group	£151.16
13.10.2021	1 & 1 Internet Ltd	£6.00
19.10.2021	S Scourfield sundries	£8.50
20.10.2021	Screwfix	£13.24
21.10.2021	SWALEC	£37.10
21.10.2021	One Voice Wales – Cllr Training	£210.00
21.10.2021	Postage - EGM	£6.72
23.10.2021	Bank Charges	£7.50
25.10.2021	Zoom	£14.39
26.10.2021	S Scourfield sundries	£16.80
27.10.2021	British Gas Trading	£45.04

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

Date	Description	Amount
11.10.2021	Pembroke Boro AFC	£750.00

ACCOUNT RECEIPTS

Date	Description	Amount
02.10.2021	Interest	£0.97
19.10.2021	Rotary – poppy wreaths	£40.00
21.10.2021	Valero Energy Ltd – Donation towards Christmas Events	£200.00
22.10.2021	Pembroke & District Male Voice Choir – poppy wreaths	£40.00

SALARIES AND WAGES

06.10.2021 – 05.11.2021	Salaries	£ 3777.88
06.10.2020 – 05.11.2021	Tax & NI	£ 861.95
06.10.2020 – 05.11.2021	Pensions	£ 1,474.10

ACCOUNT BALANCES

28.10.2021	HSBC Business Account	£ 46,158.65
28.10.2021	HSBC Premium Account	£ 117,993.02

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

85. AGENDA ITEMS FOR THE NEXT MEETING

There were no agenda items suggested for the next meeting

86. COMMUNITY ISSUES

Cllr Manning commented about the road going around to Bush Street and asked if Council had been informed when the work is going to be done.

The Town Clerk confirmed that Council had not be notified but she would contact PCC to see when the work will be carried out.

Cllr Phillips commented about the number of potholes and subsidence across the town which is a health & safety issue and asked if the Highways department could be contacted to undertake a survey of the town. She said nearly every street had a problem with potholes of the pavements, then they could prioritise the areas needing attention.

Cllr Hall commented that these issues are right across Pembrokeshire and the number of job tickets raised with PCC has increased significantly. He said that there is a lack of staff within PCC and finance to carryout all the work needed on the roads as it's a major job to get them back to standard.

Cllr Goff suggested that Council invite the Senedd member and or MP to have a look at the town and to a meeting to discuss the issues within the town.

All members agreed

87. MAYOR'S REPORT

Cllr Beynon commented that along with the Port, Heritage Centre and Maritime Museum he had been part of choosing the names of the Hangers and that the names have historical value to them.

Cllr Beynon commented that he attended the Scouts meeting and had a discussion about COP26 and climate change.

88. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

It was	PROPOSED by Cllr Beynon
	SECONDED by Cllr Goff
	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.

89. PRIVATE & CONFIDENTIAL

To Confirm Private & Confidential Minutes of Thursday 7th October 2021

It was	PROPOSED by Cllr Manning
	SECONDED by Cllr J George
	RESOLVED - That the Private & Confidential Minutes of the Meeting held on Thursday 7th October 2021 are adopted as a true record.

There being no other business the meeting was closed.