

At a Virtual Meeting of Pembroke Dock Town  
Council on Thursday 10<sup>th</sup> February 2022

**PRESENT: Cllrs: J Beynon, M Bowen, D Burrell, J  
George, G Goff, 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.

**120 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr P George, Cllr M Colgan and Cllr T Judkins.

**121 DECLARATIONS OF INTEREST**

Item 74 of the Town Clerks Report – Layla Brace -Easter Egg Donation - Cllr J George  
declared a personal interest.

Item 80 of the Supplementary Town Clerks Report – Service Level Agreement -  
Community Play Area - Cllr Beynon, Cllr Burrell and Cllr Bowen declared a personal  
interest as trustees of Friends of Memorial Park.

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

There were no members of the public present at the meeting.

**123 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 13TH JANUARY 2022.**

**It was PROPOSED by Cllr Manning  
SECONDED by Cllr Bowen  
RESOLVED - That the Minutes of Thursday 13<sup>th</sup> January  
2022 are adopted as a true record.**

**124 MATTERS ARISING FROM THE MINUTES OF THURSDAY 13<sup>th</sup> JANUARY 2022**

**Page 99 item 63 – Queen's Platinum Jubilee**

Cllr Goff commented that there had been a meeting and it was very productive.

**Page 100 item 72 – Bench Locations**

Cllr Bowen commented about the email regarding the Age friendly chat benches and asked if Council would consider applying for one of the free benches for the green area off Ferry Lane at the end of Bush Street, she said that she had noticed people sitting on the grass and thought it would be a nice place for residents to have a bench.

The Town Clerk stated that she would need to confirm with PCC to obtain permissions and agree the location.

**It was**                      **PROPOSED by Cllr Bowen**  
 **SECONDED by Cllr O Connor**  
 **RESOLVED That - PDTC would apply for an Age Friendly**  
 **Chat Bench for the Bush Estate area**

**All members agreed**

**Page 100 item 70 – Law Street Bus Stop**

The Town Clerk informed members that a response had been received from PCC explaining the reason why the proposed bus shelter cannot be backed onto the road. She said that the shelter would need to be 600mm from the kerbside which would only leave 1000mm passing point but there needs to be 1200mm due to the stability required.

Members discussed the bus shelter and its positioning in relation to the pictures which had caused some confusion. The Town Clerk shared her screen to ensure members had a clear understanding of how the new bus shelter would be positioned facing outwards from the wall.

**It was**                      **PROPOSED by Cllr O Connor**  
 **SECONDED by Cllr Burrell**  
 **RESOLVED That - Members agreed to have the bus**  
 **shelter in Law Street positioned as proposed by PCC.**

**A Vote was taken, all members agreed**

**Page 104 item 116 – Community issues**

Cllr Burrell commented on Cllr Gannon’s behalf, that he had contacted the Milford Haven Port Authority regarding the Tesco trolleys and they confirmed that they had not managed to persuade Milford Haven Tesco to introduce the coin system.

Cllr Burrell confirmed that a letter did go out to the parents of Pembroke Dock Community School regarding parking in between the trees at the Memorial Park. It did improve for a few days.

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

**73. Internal Audit 2021/2022**

The Town Clerk stated that she had received confirmation from Mr. Bernie Scourfield that he is able to complete the internal audit for 2021/2022 financial year. She informed members that the charge for the work required will be £20 per hour.

**It was PROPOSED by Cllr Manning  
SECONDED by Cllr Burrell  
RESOLVED – That PDTC agreed and confirmed that Mr.  
Bernie Scourfield will undertake the internal audit for  
2021/2022**

**74. Layla Brace – Easter Egg Donation**

The Town Clerk stated that Layla Brace had been in contact asking if the Council would be willing to donate 200 Easter eggs for upcoming discos which she has planned for the children of the town. She said that the Easter eggs will be at a cost of £200. The Town Clerk reminded members that there was £854 remaining in the donation pot.

Members discussed the donation request and agreed not to support the request on this occasion, as this was the second application within a year from the same person who had been previously informed that she would need to set up as a registered charity to apply for any future funding.

Cllr Burrell stated that she would be more than happy to help Layla set herself up as a constituted community group and support her in putting information together to submit an application for the next financial year in a suitable format for the council.

Cllr Wilcox commented that he agreed with members on the formalisation, however he did suggest that until Layla decides to go down that route she could make a grant application through Pennar and Bufferland Association or St Patricks Community Hall.

The Town Clerk advised Cllr Wilcox's that there was a problem with his suggestion as both organisations had already applied for grant funding in this financial year.

Cllr Beynon asked the Town Clerk if she could send an email to Layla Brace explaining why the Town Council would not be supporting her application on this occasion, and that Cllr Burrell has offered to help her formulate a constituted community group to enable her to apply for grant funding in the future.

Cllr O Connor commented that if they formalise a group and submit a grant application in the future, to put the two donations for Christmas and Easter on the same form, and these can be paid in two payments when required, due to the rule that only one application can be submitted by an organisation in one financial year.

### **All members agreed**

#### **75. Memorial Park issues**

The Town Clerk stated that at the last meeting the issue of the damage between the trees on the access road was discussed and ideas of how to stop PDCS parents parking in the area were put forward. It was agreed a letter would be sent to the school asking them to send it out to the parents to highlight the issues but also recommended that other ideas were explored. As suggested by Cllr Phillips we have looked at some possible planting suggestions with some bushy evergreens being priced up. Prices were obtained for Griselinia or similar which are well established plants.

- Slade Cross Nursery – Euonymum - £27.99
- Hill Farm Nursery – Griselinia - £16.00
- Coreside Nursery – Griselinia £18.00

The Town Clerk stated that there are 8 gaps that would need filling with 2 shrubs in each gap, therefore PDTC would require 16 shrubs. The cheapest option would be £256.00 from Hill Farm Nursery

Cllr O Connor commented that it would be good to get something between the trees but was concerned that PDTC does not own the land therefore permissions would be needed.

Members discussed the shrubs as an option and how they will be maintained along with the legal implications of planting the shrubs between the trees. The Town Clerk stated that she would need to get final agreement with PCC.

Members discussed that the shrubs would need to be established and agreed that Phil could assess the need for any protection when they are being planted.

**It was                    PROPOSED by Cllr Beynon  
                                  SECONDED by Cllr Goff  
                                  RESOLVED That – PDTC will look at obtaining permissions  
                                  and purchasing the 16 Griselinia shrubs at a cost of  
                                  £256.00**

**A Vote was taken, all members agreed.**

#### **76. Community Food Strategy**

The Town Clerk stated that the Welsh Government is developing a Community Food Strategy, and they want to hear from anyone already involved in community projects/enterprises in Wales to understand what community food means to you and learn about experiences of being involved in community food projects.

The Town Clerk informed members that there is a short survey which they are asking for any interested parties to complete.

Survey link:

<https://businesswales.gov.wales/foodanddrink/news-and-events/news/welsh-community-food-survey-2021>

#### **77. Milford Haven Energy Kingdom – Demonstration Event Invitation**

The Town Clerk informed members that they have all been invited to the above event which is due to take place on Friday 18<sup>th</sup> February 10.00am – 4pm with guided tours

every 30 minutes. She said that the event will be taking place at Mackerel Quay, Milford Haven.

#### **78. Draft Well-Being Assessment**

The Town Clerk stated that she had previously sent out a copy of the Draft Well-being Assessment which is currently out for consultation. Within the information she had also included the response form and asked members for their responses.

Cllr Burrell commented that she was pleased the consultation had recognised that the democratic representation needs to be more diverse and that young people's participation in democracy needs to be strengthened. She said that mental health issues resulting from COVID had changed the way we work along with digital connectivity and how people get engaged. Regarding the economy, the town centre role has changed and they have recognised that young people do not see a viable future for themselves in Pembrokeshire and that they need to do some work to improve that.

Cllr Burrell commented that there was nothing about tourism and the importance of community involvement and sustainability of tourism in Pembrokeshire and would like to see more community involvement in their tourism strategy. She said that with regards to the environment they have recognised there are high levels of pollution in the waterway which is a special area of conservation, and she would like them to recognise the importance of green space and nature in towns for people's wellbeing.

Cllr Bowen commented that she commends most of the document but felt there was a lack of emphasis on good affordable and reliable transport with connected buses and train timetables.

Cllr O Connor commented that the document summarises that Welsh language is increasing in the county but raised that it does not say the target or how they are going to reach the target or what the democratic representation in Pembrokeshire currently is as the area is not that diverse.

Cllr Burrell clarified that by diversity this is about age and male/female representation it's not just race and ethnicity.

Cllr O Connor commented about world poverty and said that the cost of living is having an impact on more working families. Cllr O Connor commented and asked if the Council ensures that any contract with the Council is with a living wage Employer. Cllr O Connor commented that they have only included transport within the arts and crafts sector and that there is no mention on people having reliable access to get to and from work.

Cllr Beynon commented that this is an assessment and when they formulate the plan, We need to ensure they include what, when and how. He said that this involves the whole

of the public service bodies that operate in our town.

#### **79. LDP2 – Key Information**

The Town Clerk stated that Pembrokeshire County Council have provided the following key information

- LDP 2 Timetable is delayed
- There will now be a 2<sup>nd</sup> Deposit Plan consultation in the future
- PCC are publishing 3 new candidate sites for consultation
- The candidate site consultation runs until 16<sup>th</sup> March 2022

#### **80. Society of Local Council Clerks Membership Renewal**

The Town Clerk stated that the SLCC Membership renewal is now due which is a cost of £234. She said that this service is invaluable to clerks and staff of the council, providing support through the administration and training processes.

**It was**                      **PROPOSED by Cllr O Connor**  
 **SECONDED by Cllr Goff**  
 **RESOLVED That – members agreed for the annual SLCC**  
 **membership renewal to be paid**

**All members agreed**

#### **81. Upcoming Election – Purdah**

The Town Clerk informed members that Purdah will commence from 18<sup>th</sup> March 2022. She said that Councillors who are standing for re-election can continue to discharge normal council business but should be cautious during this time.

Publicity is defined as ‘any communication, in whatever form, addressed to the public at large or to a section of the public’.

You should not:

- Produce publicity on matters which are politically controversial
- Make references to individual candidates or parties on press releases
- Arrange proactive media or events involving candidates
- Issue photographs which include candidates
- Supply council photographs or other materials to political group staff unless you have verified that they will not be used for campaigning purposes
- Continue hosting third party blogs or e-communications
- Help with national political visits (as this would involve using public money to support a particular candidate or party). These should be organised by political parties with no cost or resource implications for the council.

You should also think carefully before you:

- Continue to run campaign material to support your own local campaigns. If the campaign is already running and is non-controversial (for example, on issues like recruitment, recycling or foster care) and would be a waste of public money to cancel or postpone them, then continue. However, you should always think carefully if a campaign could be deemed likely to influence the outcome of the election. In such cases you should stop or defer them. An example might be a campaign on an issue which has been subject of local political debate and/or disagreement.
- Launch any new consultations. Unless it is a statutory duty or considered normal council business, such as budget consultations. Councils should consider carefully before starting any new consultations or publish report findings from consultation exercises, which could be politically sensitive.

**78. A477 Pembroke Dock Roundabout to Pater Church Fibre Network Upgrade**

The Town Clerk informed members that there will be traffic management restrictions starting on Sunday 13<sup>th</sup> February through till the end of May. There will be overnight closures between Waterloo Roundabout and Ferry Lane 19.00 till 5.00am with some daytime works with traffic management Monday to Saturday 8.00am – 17.00 between Ferry Lane and Pater Church on the A477.

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

**79. Additional Community Governors – Pennar School & Pembroke Dock Community School**

The Town Clerk stated that she had received notification that new nominations are required for Pennar and Pembroke Dock Community School. She said that nominations for both are required by 7<sup>th</sup> March 2022.

Members were asked for any expressions of interest to be emailed to the Town Clerk before 7<sup>th</sup> March and she said she would also contact the schools to highlight that there is an upcoming Election.

**80. Service level Agreement – Community Play Area**

The Town Clerk stated that the above document had been received for 2022-2025 which outlines the services agreed along with the cost for Memorial Park and St Patricks play area. She reminded members that the annual costs had previously been agreed and discussed and covers the following:

- Routine safety inspections (at least fortnightly)
- A more detailed safety inspection every 3 months

- A single independent inspection every year (arranged by PCC, external provider)
- Reports from the quarterly and annual inspections, including defects reported as and when they are found
- Public Liability Insurance for each named play area
- Grass cutting around the play area (12 cuts per year)

Invoices will be issued in November/December for the year in question. For the next three years the costs will be:

	Safety inspections £	Grass cutting £	Total £
Year 1 2022/23	Memorial Park £628.00 St Patricks £628.00	Memorial Park – N/A St Patricks – N/A	Memorial Park £628.00 St Patricks - £628.00
Year 2 2023/24*	Memorial Park £641.00 St Patricks £641.00	Memorial Park – N/A St Patricks – N/A	Memorial Park £641.00 St Patricks £641.00
Year 3 2024/25*	Memorial Park £654.00 St Patricks £654.00	Memorial Park – N/A St Patricks – N/A	Memorial Park £654.00 St Patricks – £654.00

Pembroke Dock Town Council will:

- Ensure PCC has 2 up to date contacts for receipt of reports and defect information
- Address LOW risk issues identified within six months of notification
- Address MEDIUM and HIGH risk issues identified immediately following notification – this could include fixing issues, replacing, closing or removing equipment (as appropriate)
- Be responsible for all play equipment, including maintenance and repairs

**It was PROPOSED by Cllr O Connor  
SECONDED by Cllr Manning  
RESOLVED That – Members of PDTC agreed to accept the  
Service Level Agreement for Community Play Areas and  
payments set out for the three-year period**

**All members agreed**

### **81.Enhancing Pembrokeshire funding**

The Town Clerk stated that further to the Town Council being approached by two organisations asking to use our Pembroke Dock ‘pot’ on Pembrokeshire wide projects. The Town Clerk proposed that PDTC write to PCC to ask them to confirm:

1. The amount allocated to the Pembroke dock ‘pot’ in total since the Enhancing Pembrokeshire funding was launched.

2. The projects allocated funding and how much each received
3. How much remains in the pot to be claimed
4. Any applications from Pembroke Dock awaiting assessment

She said that this would help to understand how the pot has benefited Pembroke Dock so far, and if there is anything we can do as a Town Council to promote/support it's uptake in Pembroke Dock to maximise benefits (e.g. offering match funding if needed)

**It was                    PROPOSED by Cllr Beynon  
                                   SECONDED by Cllr Goff  
                                   RESOLVED That – PDTC agree for the Town Clerk to write  
                                   to PCC to ask for confirmation regarding the Enhancing  
                                   Pembrokeshire Fund**

**All members agreed**

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

There were no other items which are urgent.

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

Cllr O Connor updated members regarding the Argyle Patient Participant Group and informed members that they will be meeting again in March to discuss what has been happening and what improvements are planned.

Cllr O Connor commented that if members are no longer on any outside bodies to ensure any relevant paperwork is handed over straight away. He said that although the Pater Hall is moving forward it is very slow.

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
05.01.2022	Clarity Copiers	£31.56
05.01.2022	Balloon Sensations – Christmas event	£135.00
05.01.2022	British Gas – gas	£238.80
05.01.2022	CSE – catering supplies	£298.04

06.01.2022	BT Group	£151.16
07.01.2022	Post Office - postage	£9.21
10.01.2022	Google cloud Ltd	£6.00
11.01.2022	P A Lynch - materials	£25.14
11.01.2022	P A Lynch	£1,500.00
12.01.2022	1 & 1 internet	£6.00
17.01.2022	McAfee Antivirus software	£49.99
19.01.2022	Daisy Jack Magic – Christmas tree	£485.00
24.01.2022	SWALEC – Albion square	£43.43
23.01.2022	Bank Charges	£8.00
25.01.2022	Dyfed Alarms	£43.20
26.01.2022	Microsoft 365 Subscription	£79.99
27.01.2022	British Gas – electric	£52.52
27.01.2022	Zoom meetings	£14.39
28.01.2022	Marc Jones – window cleaning	£40.00
01.02.2022	Clarity Copiers Ltd	£29.27

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
27.01.2022	N J Griffiths – 1st payment - office alterations	£8,000.00
01.02.2022	Brian Jones – dismantle Christmas lighting	£5,256.00

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.02.2022	Interest	0.92
14.01.2022	Sage	£39.00
21.01.2022	HRMC VAT	£4,145.22

**SALARIES AND WAGES**

06.01.2022– 05.02.2022	Salaries	£ 3,760.00
06.01.2022 – 05.02.2022	Tax & NI	£ 853.36
06.01.2022 – 05.02.2022	Pensions	£ 1,466.41

## **ACCOUNT BALANCES**

02.02.2022	HSBC Business Account	£ 55,087.12
02.02.2022	HSBC Premium Account	£ 107,996.85

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

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

There were no agenda items suggested for the next meeting. Members were reminded that the next meeting will be the last meeting before Purdah and to email the Town Clerk if there are items to be added.

### **131. COMMUNITY ISSUES**

Cllr J George commented that a resident had contacted him about a two very deep potholes outside St Mary's School, he asked if this could be reported to PCC.

Cllr Manning commented that he spoke at last Tuesday's PCC Planning meeting regarding the Tanker Park. He said that the Planning Committee were mindful to refuse the application and deferred to a future meeting to decide what conditions it will be refused on.

Cllr Phillips commented about the Memorial Park, she said that the fencing is rotten and needs replacing and there are no gates on the children's play area with dogs running around freely. Cllr Phillips commented that the gate is also missing at the bottom.

Cllr Beynon commented that there is no budget at present and PCC have been spoken to. He said that as part of the park committee they need to complete the final stage of the project before they can commit to anything else

Cllr Bowen commented about the possibility of putting signs on trees about dog fouling and reminding residents that dogs need to be kept on a lead.

Cllr Beynon commented that St Dogmaels has got a successful dog watch monitoring scheme which does rely on volunteers. He put a link in the chat for members to have a look at.

Cllr Goff suggested speaking to PCC to ask them to increase their patrols at the park.

Cllr Phillips commented about the length of time it is taking for streetlights to be fixed. She said that she reported a number of the lights in the Asda carpark that are not working 6/7 weeks ago and they still are not fixed.

Cllr Bowen commented that the no entry lights in St Teilos Road are also not working

Cllr Beynon commented that he would be happy to contact PCC to see if he can find out about the delay on street lighting throughout the town.

**132. MAYOR'S REPORT**

Cllr Beynon commented that he has met with some of the people that have formed the South Pembrokeshire Rail Action Group meeting along with Sam Krutz. He said that the group will be lobbying transport, asking for the train frequency from 2 hours to 1 hour and for train times to link up with bus times.

Cllr Beynon commented that he will be attending the re-arranged Scout presentation event next month.

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