

At a Virtual Meeting of Pembroke Dock Town
Council on Thursday 9th June 2022

**PRESENT: Cllrs: P Aston Jones, M Bowen, J George,
P George, G Goff, B Hall, G Manning, S O Connor, T
Wilcox**

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Hart – Deputy Town Clerk

Caroline Mason - Communities and Committees
Officer

Cllr George opened the meeting and welcomed everyone and to Cllr Paul Aston Jones to his first full Council meeting.

9 APOLOGIES FOR ABSENCE

There were no apologies of absence

10 DECLARATIONS OF INTEREST

There were no declarations of interest

11 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Cllr George welcomed the members of the public to the meeting and invited Karen Sims to put her question to Council.

Karen Sims thanked Council for letting her join the meeting, she said that she lives within the Central Ward of the town and highlighted the persistent issue with fly tipping in the area around Park Street and Bush Street in particularly leading up to the Jubilee. She asked Council what they were doing to tackle the ongoing issue.

Cllr George commented that most wards have issues with fly tipping along with dog fouling and that PDTC are working with PCC to address the issue. She said that the public need to be encouraged to make an appointment with the local waste tip rather than dumping it in the street, it's a general problem that we continue to work on.

The Town Clerk stated that there is an official process to be followed with PCC and that

they have an official fly tipping team of 3 / 4 employees who cover the whole of the County. As a Council we pass on any names and addresses found relating to fly tipping to enable them to initiate the 3-stage process. 1st stage is to give an educational visit, 2nd stage issue them with a warning and 3rd stage is to issue the offending person with a fine. She said this continues to be an ongoing issue and will continue to work with PCC

Karen Sims asked Council if there are any plans for any further deterrents such as installing CCTV as this is a notorious area for fly tipping.

The Town Clerk stated that the other CCTV around the town is managed by police not Pembrokeshire County Council or the Town Council and it's a constant problem not only in this area but many other areas such as King William Street. She said we will continue to work with PCC to address the issues throughout the town.

Cllr Manning commented that most of the problems are from the flats in Bush Street and the back alley and that the fly tipping is taking place at nighttime.

Karen Sims commented that she will continue to bring the fly tipping to Councils attention and submit photographs.

Cllr Aston Jones commented about the fly tipping causing an eye sore around the town. He said that the Tesco trollies are also a cause for concern and Tesco has a duty of care to do something about the problem.

The Town Clerk stated that the Town Council has written to Tesco local store and Tesco headquarters but they have not communicated back with us. She said we have been encouraging members to download the Trolley wise App to report abandoned trollies as we are limited to what else we can do.

Cllr Aston Jones commented that if the Tesco store Manager is not responding it is irresponsible and he offered to make further contact with Tesco.

Cllr George thanked Karen Sims for attending and welcomed Dilys Burrell to the meeting and invited her to speak to the members.

Dilys informed members about a new funding pot in Pembrokeshire known as the "Making it happen fund" she said she had an idea about producing an illustrated map of Pembroke Dock with data behind it showing the different species within the town,

which could come from the residents with regards to wildflowers, pond life, nature found in their gardens.

Dilys informed members that there are several funding sources available for improving nature in local places and the Making it happen fund is for up to £10,000 with the closing date being 8th July 2022.

Dilys commented that the funds are open to Community Organisations and Town and Community Councils and she offered to write the bid on behalf of the Council, she said she was looking for members to support in principle and asked that Councillors if they would delegate approval of the final details to the Town Clerk.

Members discussed the proposal and commented that it would be good to get the schools involved and Pembroke Dock would be a good area with the seashore. It was also mentioned that this would fit into an agenda item regarding the Landscape Architect Service being offered.

Cllr O Connor commented about the proposal and asked what would happen to the information and how would it be used.

Dilys commented that she would need to think about the design and would like it to be continually updated with some way of people submitting information about species etc. She said the use of the map would be useful for applying for any future biodiversity or Greenspace projects and the map will show evidence has been gathered and the community has been involved.

A vote was taken, 7 members for

It was agreed for Dilys to move forward with this proposal

12 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 7TH APRIL 2022.

It was	PROPOSED by Cllr J George
	SECONDED by Cllr G Manning
	RESOLVED - That the Minutes of Thursday 7th April 2022
	are adopted as a true record.

TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 12TH MAY 2022.

**It was PROPOSED by Cllr G Manning
 SECONDED by Cllr J George
 RESOLVED - That the Minutes of Thursday 12th May 2022
 are adopted as a true record.**

13 MATTERS ARISING FROM THE MINUTES OF THURSDAY 7th APRIL 2022

There were no matters arising from the minutes of the meeting

MATTERS ARISING FROM THE MINUTES OF THURSDAY 12th MAY 2022

Page 4 – Item 5 – Annual Report

The Town Clerk informed members that the Annual Report has been re-issued in the Papers.

There were no matters arising

**It was PROPOSED by Cllr Goff
 SECONDED by Cllr Manning
 RESOLVED That – the Annual Report is agreed by
 members**

All members agreed

14 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

6. Councillor Gannon Resignation

The Town Clerk stated that Councillor William Gannon has passed his resignation in to the office of Council with immediate effect. She said that Councillor Gannon had asked if the following would be shared to Councillors.

“As you may be aware an allegation has been repeatedly made that I am not who I say I am but that I am the Artist Banksy. A number of people believe that this allegation is true.

This allegation is undermining my ability to do the work of Councillor and Council Rep properly. I do not want this allegation to undermine the reputation of Pembroke Dock Town Council. Therefore, I have decided to step down as both Town Councillor and Council Rep to The Port with immediate effect.

Thank you for all the support that you have given me in the past”

The Town Clerk informed members that the vacancy has been advertised and on 17th June we will be notified if an Election for this vacancy will take place or not.

7. Tall Ships Wales Trust Visit

The Town Clerk informed members that the Tall Ships Wales Trust has announced that the Tall Ship Johanna Lucretia will be returning to Pembroke Dock on 18th June.

She said that they have been looking for youth groups between the ages of 16 to 25 to sail on trips on Saturday 18th and Sunday 19th June 2022 from Pembroke Dock. These trips are reserved for local people with a Pembroke Dock postcode and preferably people who have never sailed before.

The Town Clerk informed members that all Councillors had been invited to the ship at 6.30pm on 18th June and to contact her if they would like to attend.

8. Landscape Architect Services – PCC

The Town Clerk informed members that Council had been contacted by Mr. David Rees who is the Landscape Architect for Pembrokeshire County Council. She said that a copy of the letter supplied from Mr. Rees offering his services to Town & Community Councils for any potential projects which members may have, and he would be keen to meet with Council to discuss further.

Members discussed Mr. Rees's services and expressed an interest to meet with Him, but asked if there was a charge for this service. It was agreed for the Town Clerk to find out further information and come back to Council.

9. Internal Audit Report and Annual Return of Accounts

The Town Clerk stated that at the last meeting of this Council, members agreed the figures for the Annual Return report for year ending 2021/2022. She confirmed to members that the internal audit has been completed by Mr. Bernie Scourfield, the report was included in members papers for approval.

It was

PROPOSED by Cllr Goff

SECONDED by Cllr George

**RESOLVED That the Annual Return report was accepted
and approved by members**

All members agreed

10. Councillor Training

The Town Clerk stated that there are a number of training opportunities for Councillors which are being provided by One Voice Wales. She reminded members about the list of training courses for June and informed them there will be new lists every month.

Members were asked if any of the dates were suitable, and they wanted to undertake the training to let the Town Clerk know so she can arrange the booking.

The Town Clerk stated that she had been provided with information from the monitoring officer of Pembrokeshire County Council with regards to a code of conduct presentation for members to view. She informed members that this training will be sent out to members via email.

The Town Clerk stated that the code of conduct training will be useful and recommend that all members refresh their understanding of the Code of Conduct to ensure everyone is working within the Code of Conduct. She said that when the new Councillors join, they will be offered the Code of Conduct training and she will be recommending that as a minimum they attend the new to Council Induction training.

The Town Clerk recommended to Councillors that if they are thinking of joining any of the committees which will be decided at the next meeting, that they look at completing training relating to the committee to increase their understanding.

11. Winter Grants for Community Halls

The Town Clerk stated that Cllr Wilcox had asked for this item to be added for discussion, he would like to propose that the Town Council offer a set grant to Community Halls who open up to offer a safe and warm space for members of the community during the winter months for one full day per week.

With the cost of utilities increasing many members of our community will be required to choose between having a warm space or food, with there being many food banks available he felt the next best thing would be to provide a warm space for them to be able to keep warm and have a cup of tea, this in turn will help to battle isolation over the winter months.

The Town Clerk stated that they would need to set a standard of how many hours a week and the money would need to be spent on utilities.

Cllr Wilcox commented that they have identified a need of up to 50 people interested in

Pennar, and from September on they would like to dedicate 1 day per week for residents to have a warm, safe place with tea and coffee, cawl etc. He said that this will cost the hall money as the utility bills are rising, therefore, due to not having so many elections he proposed putting some money towards a Winter grant scheme for any hall in Pembroke Dock to apply.

Members discussed the proposal and agreed it was a good opportunity for Community and Church Halls to consider offering dedicated days for people to have a warm place to help combat loneliness during the winter months.

Cllr O Connor commented that he thinks this is a wonderful idea and supports the principle. He recommended that this idea goes to the Finance Committee to have a full discussion on how it can be funded as the budget has been set for the current year and the money would need to be re allocated, also there would need to be a set of terms and conditions agreed for this funding.

All members agreed for this item to be discussed by the Finance Committee

12. Power Station Liaison Update

The Town Clerk stated that she had provided members with a copy of the Pembroke Power Station Community & Stakeholder Relations Update within the papers, she informed everyone that the next meeting will be in September and said if members have any questions to let her know.

13. Co-option – Post Election Vacancies

The Town Clerk stated that Council has received a number of letters of interest for the co-option vacancies available on Council. She said that the closing date for applications was 1st June and informed members that the interviews will take place on Thursday 16th June starting at 6.30pm.

The Town Clerk stated there are 9 applicants for the 6 vacancies and the interviews will take place face to face at the Council offices. She said that the evening will be led by the chair who will ask the questions. Members were reminded to contact the Town Clerk by Monday 13th June if they would like to put any questions forward.

14. Meeting with Tom Sawyer CEO of Milford Haven Port Authority

The Town Clerk stated that she had emailed members asking them if they wanted a special meeting with the CEO from MHPA and only two members had responded.

Members discussed having a separate meeting or inviting Tom Sawyer to a full Council meeting and it was agreed by all to have a separate meeting.

The Town Clerk asked members if they could forward any questions they would like to discuss, so they can be added to the agenda.

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

15. Zurich Insurance Renewal

The Town Clerk stated that the Insurance provision for Pembroke Dock Town Council is with Zurich this has been renewed at a cost of £2,568.09 she informed members that the information within the policy has been reviewed and updated.

16. Memorial Park Issues

The Town Clerk stated that at the meeting held in February it was agreed that PDTC will look at obtaining permissions and purchasing the 16 Griselinia shrubs at a cost of £256.00.

After further review of the site, it was agreed that digging the ground would require something more substantial than a shovel and would be difficult to dig without causing damage to the existing roots in the area, this has meant other options needed to be considered for the site if members wanted to sort the issues.

The Town Clerk stated that we have therefore gained a quote for boulders in between the trees, the cost of this would be £650 +VAT installed. The cost seems considerably more than the plants, however when equipment and manpower was included the costs would come to a similar amount.

Members discussed the boulders and agreed it would be a more permanent option without causing any damage to the roots and would solve the ongoing issue of people parking their cars between the trees.

It was	PROPOSED by Cllr Manning
	SECONDED by Cllr Aston Jones
	RESOLVED That – PDTC will purchase the boulders and have them installed between the trees

All members agreed

17. Workshop on green infrastructure – Pembrokeshire County Council and Pembrokeshire Coast National Park Authority

The Town Clerk stated that she had sent members an email with regards to an upcoming workshop to produce a Green Infrastructure Study with PCC and Pembs National Parks. She said that the event will be taking place on Friday 1st July 10am – 11.30am

The Town Clerk stated that the Green Infrastructure is wide ranging and covers all features of the natural environment and greenspaces such as parks, fields, public rights of way, allotments, cemeteries, gardens, street trees, hedgerows, verges etc and waterways such as rivers that connect places. LUC will be mapping existing assets and identifying potential opportunities for GI. The study is focused on the following 11 settlements in Pembrokeshire:

- Fishguard and Goodwick
- Haverfordwest
- Milford Haven
- Narberth
- Newport
- Neyland
- Pembroke
- Pembroke Dock
- Saundersfoot
- St Davids
- Tenby

Cllr Wilcox, Cllr Manning, Cllr Bowen stated that they would like to attend the workshop on Green Infrastructure.

18. Letter of Complaint

The Town Clerk stated that Council had received a letter of complaint with regards to the lack of bunting and colour around the town for the Jubilee celebrations. A copy of the letter was included within the members papers and members were asked to consider the complaint and how they would like to respond.

The Town Clerk informed members that the lady had since been to the office and that she had explained to her about the cost of the bunting and that Council did not feel it was the most cost-effective way of spending money in the times that money is tight, along with the lorries coming through the town with deliveries, but she was still very

disappointed. With regards to the hanging baskets, they were all ready to be put up but there was a problem with the watering, along with the brackets which are being replaced there was a delay with delivery due to the bank holiday.

Cllr George commented that we were all disappointed about not being able to have bunting, but they were costs we couldn't incur and if we have any future Royal occasions, we will learn from this and do the best we can.

Cllr Aston Jones commented about the logistics and cost of the bunting, the town council doesn't have an endless pot of money. He said that the celebration of the Jubilee wasn't just about celebrating the Queen, it was about bringing the community together and the events that the Town Council put on over the weekend did a good job of bringing the community together.

Cllr George asked the Town Clerk if a letter of response outlining members discussion could be sent to the

16. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no other items which were urgent.

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

There were no reports from Town Council representatives serving on outside bodies

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

Date	Description	Amount
04.05.2022	1 & 1 Internet	£19.32
05.05.2022	P A Lynch	£1,500.00
06.05.2022	Sage - payroll	£32.40
09.05.2022	Google Cloud Ltd	£6.08
09.05.2022	Post Office - postage	£8.25
12.05.2022	1 & 1 Internet	£77.96
17.05.2022	Anthony Bamford – window cleaning 16.05.2022	£10.00
23.05.2022	SWALEC -Albion Square	£73.65
23.05.2022	Bank charges	£8.00
23.05.2022	British Gas	£181.84

25.05.2022	Zoom	£14.39
27.05.2022	British Gas electricity bill	£43.09
27.05.2022	S Scourfield - sundries	£7.98
30.05.2022	A J Hart – items for the Jubilee	£7.98
30.05.2022	Asda – items for the Jubilee	£10.19
31.05.2022	Anthony Bamford – window cleaning	£10.00

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

Date	Description	Amount
05.05.2022	3 rd and final payment – Neil Griffiths Carpentry and Roofing	£8,000.00
06.05.2022	PDTC Grant – Pembroke Dock Heritage Trust	£6,000.00
09.05.2022	PDTC Grant – Pennar Robins Football Club	£4,500.00
09.05.2022	PDTC Grant – Friends of the Memorial Park	£5,000.00
10.05.2022	PDTC Grant – West Maritime Museum	£5,000.00
10.05.2022	PDTC Grant – Tall Ships Wales Trust	£5,000.00
23.05.2022	P George – Mayors Allowance	£1,500.00
25.05.2022	J George – Deputy Mayor Allowance	£500.00
27.05.2022	B Scourfield – Internal Auditor	£150.00

ACCOUNT RECEIPTS

Date	Description	Amount
12.05.2022	HRMC VAT	£1,957.91

SALARIES AND WAGES

06.05.2022– 05.06.2022	Salaries	£ 3,826.01
06.05.2022 – 05.06.2022	Tax & NI	£ 921.36
06.05.2022 – 05.06.2022	Pensions	£ 1,499.78

ACCOUNT BALANCES

01.06.2022	HSBC Business Account	£ 81,066.64
01.06.2022	HSBC Premium Account	£ 58,008.57

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

All members agreed

19. AGENDA ITEMS FOR THE NEXT MEETING

There were no agenda items suggested for the next meeting. Members were reminded to notify the Town Clerk if anyone has any items for the next meeting.

20. COMMUNITY ISSUES

Cllr Manning commented that he has received complaints from Londis, Specsavers, the card shop and Greenacres regarding the street performer outside their premises. He asked if he has a license and is there anything that can be done to ask him to move.

The Town Clerk stated that she has had a meeting with the Pembrokeshire County Council Licensing Team. She said that you don't need a license to busk, the only way he can be asked to move is by the police for his manor or for using foul language. PCC has given us a Policy to follow but it doesn't give Town Council any powers.

Cllr Goff commented that it was an excellent Jubilee with the Tea dance and dance. He said that Pennar Robins had contacted him to thank the Town Council for the grant and said they are allowing the Community School to use the field for their sports day.

Cllr Bowen asked if there is an update on the benches and new bus shelter on Law Street.

The Town Clerk stated that the benches have all been delivered and are being installed in the next couple of months. She said with regards to the bus shelter she has had no feedback to date and said she would follow it up with PCC.

21. MAYOR'S REPORT

Cllr George commented that the first event she attended was the Alvis Car event at the Pembroke Dock Heritage Centre. The following day she took a journey on the train to Tenby with Cllr J Beynon with SPRAG (South Pembrokeshire Rail Action Group) who are trying to

improve and modernise the rail service to Pembroke Dock – she said currently there are limited facilities for people when waiting at the station. Cllr George commented that she fully supports the group on behalf of Pembroke Dock.

Cllr George commented that she had attended the opening of the Star Wars Exhibition at the Pembroke Dock Heritage Centre, she said she enjoyed the evening and met the storm troopers and other Star Wars icons. They are getting a lot of visitors to the Centre and there are a lot of Star Wars fans, so this is a big attraction for Pembroke Dock.

Cllr George informed members that she had recently been to Pennar Community School, Pembroke Dock Community School and Cosheston School to deliver pin badges to the school children as a memento from the Queen's Platinum Jubilee. She said that she had been around town with Cllr George and the Town Clerk judging the best dressed shop window and that the winner was Frame. Also, the best dressed house – joint 1st was awarded to Patsy Bentley and Paul Griffiths and Mr. and Mrs Reg Thomas.

Cllr George commented about the Queen's Jubilee celebrations starting with the Beacon Lighting on the Thursday evening and she thanked Guy Anderson for allowing the Town Council to use the West Martello Tower.

The Tea Dance was well attended with Lionel Nutting providing the music and she thanks Andrew Griffiths who helped to provide the savories for the afternoon tea.

The Jubilee Dance was held at the Pater Hall which was well attended and everyone thoroughly enjoyed the evening.

Cllr George commented that unfortunately, on the Sunday the weather caught up with us and the event in the park had to be cancelled but she said hopefully we can rearrange it to take place later in the year for families to enjoy.

Cllr George thanked the PDTC staff for their work in the background arranging the events and attending all the functions.

22. VOTE TO GO INTO PRIVATE AND CONFIDENTIAL

It was	PROPOSED by Councillor G Goff
	SECONDED by Councillor G Manning
	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