

At a Meeting of Pembroke Dock Town Council on
Thursday 14th July 2022

**PRESENT: Cllrs: P Aston Jones, M Bowen, S
Briskham, C Francis Hartery, J George, P George, G
Goff, C Lee, S Lucas, J Lyons, G Manning, S O
Connor, T Wilcox, M Wiggins, M Williams**

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 to the first face to face meeting since COVID and welcomed the new Councillors to their first meeting.

24 APOLOGIES FOR ABSENCE

Cllr B Hall

25 DECLARATIONS OF INTEREST

Item 22 of the Town Clerks Report – Memorial Park – Cllr Bowen declared a personal interest

Item 24 of the Town Clerks Report – Save Withybush Campaign – Cllr Aston Jones, Cllr Lucas, Cllr Lee declared a personal interest

Item 26 of the Town Clerks Report – Viking Explorers Grant Application – Cllr Briskham and Cllr Wilcox declared a personal interest

Item 26 of the Town Clerks Report – Pembrokeshire Pride Grant Application – Cllr Francis- Hartery declared a personal interest

Item 26 of the Town Clerks Report – Citizen’s Advice Grant Application – Cllr Bowen and Cllr O Connor declared a personal interest

26 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Cllr George welcomed Cllr Aiden Brinn from Pembroke Town Council to the meeting.

Cllr Brinn informed members that he was the Chairman of Joint Twinning and Tourism Committee and explained that a request had been received a couple of years ago from

Bain-de-Bretagne in Brittany to twin with Pembroke and Pembroke Dock, he said that if members can make a decision, he can then inform them. Cllr Brinn gave a brief overview about the other towns Pembroke and Pembroke Dock are twinned with and explained that there is not a direct link with Brittany but both towns have a lot of history. He commented about the links with sports clubs and local schools and the possibility of a friendship agreement.

Cllr George thanked Cllr Brinn for coming to the meeting, she said that Twinning will be discussed as an agenda item and the Town Clerk will contact him with the decision.

Cllr George introduced Matt Jones from Milford Haven Port Authority who gave an update on developments in the Pembroke Dock Port.

Matt Jones gave the members an overview on the how the Pembroke Port has evolved since 2014/2015. He spoke about how the MHPA are diversifying from fossil fuels to renewable energy. He said there is a lot of wasted space in Pembroke Port and as part of the Swansea City deal there is a project proposal to develop the area for renewable energy bringing new facilities and 1800 jobs to the area.

Matt informed members that the work has started on Lock 1 at Gate 4 on the workboat pontoons and widening and extending the slipway and he said that there is a lot of derelict land which will be cleared to use as laydown space.

Matt commented that they are looking at the market need, and the hanger annex will be available from November and the other three will be available March next year and they are currently being marketed.

Matt informed members that they are looking after the historic areas of the Port and will be working on the Carriage Drive bringing areas back to how they were. He said that the MHPA are at the beginning of their plan to become diverse and being responsible Trust Port.

Members had questions regarding Criterion Way and other areas within the Port but due to time restraints, it was stated that a meeting is planned with Tom Sawyer, MHPA CEO on 2nd August 2022 for members to ask questions regarding the Pembroke Port as it's important for the Council to know what is happening in the town.

The Town Clerk informed members that if they want to ask questions, they need to be emailed to her prior to the meeting.

Cllr George thanked Matt Jones for attend the meeting and giving an update.

27 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 9TH JUNE 2022.

**It was PROPOSED by Cllr Goff
SECONDED by Cllr Manning
RESOLVED - That the Minutes of Thursday 9th June 2022
are adopted as a true record.**

28 MATTERS ARISING FROM THE MINUTES OF THURSDAY 9th JUNE 2022

Page 17 – Item 7 – Tall Ships Wales Trust Visit

Cllr Goff commented that it had been a very good turn out from the town to the event

Cllr George commented that they were very pleased with the attendance from the residents and visitors to Pembroke Dock and she had welcomed them back to Pembroke Dock.

Cllr Aston-Jones expressed his thanks for the opportunity to represent the Town Council out on the tall ship.

The Town Clerk informed members that she had been invited to the Tall Ships event in Bristol.

29 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

19. Twinning – Brittany, Bain-de-Bretagne

The Town Clerk stated that earlier in the meeting Cllr Aiden Brinn from Pembroke Town Council attended to discuss the possibility of Twinning with a Town in Brittany – Bain-de-Bretagne

Cllr George commented that PDTC jointly with Pembroke are twinned with Burgan and Pembroke in Malta. She informed members of links that have been made between the Schools and local sports clubs gaining benefits from learning about the history and cultures. Cllr George said that any visits are at the members own expense and that they do not take it out of funds.

Members discussed the twinning and there was a mixed view on the benefits of twinning to the town. It was felt that with online facilities friendship links can be made between schools to learn about different cultures without being linked with twinning.

Cllr Goff proposed for PDTC not to twin with Brittany – Bain-de-Bretagne

**It was PROPOSED by Cllr Goff
 SECONDED by Cllr O Connor
 RESOLVED That – Pembroke Dock Town Council made the
 decision to not twin with Bain-de-Bretagne**

A Vote was taken, 6 for, 5 against

20. South Pembrokeshire Rail Action Group – Letter of support

The Town Clerk informed members that the South Pembrokeshire Rail Action Group had contacted the Town Council to ask for a letter of support from members. Members had been given a copy of the information received which outlines their aims and objectives.

Cllr George commented that the stations are run down and there are no toilet facilities at the stations so they need upgrading along with the links.

Cllr O Connor commented that in principle we should be supporting but suggested to defer and invite someone from the group to come and talk to us about the information they provided as he has lots of questions he would like to clarify.

Cllr Aston-Jones commented that it would be good to get the full picture and suggested inviting representation from the rail network

All members agreed for the Town Clerk to invite representation from both organisations to a meeting to gain a better understanding.

21. Committee Representation 2022/2023

The Town Clerk informed members that it was decided at the last meeting to defer the committee representation until we had the new councillors on board. She said that she had sent out an email to members asking for nominations beforehand and thanked the councillors that had responded. The following committee representations were agreed by members.

Town Council Committee Representation 2022/2023

Planning Committee

Councillor Gordon Goff

Councillor Jonathan George

Councillor George Manning

Councillor Paul Aston-Jones

Councillor Pamela George

Finance Committee

Councillor Stephen O'Connor
 Councillor James Lyons
 Councillor Michelle Wiggins

Councillor George Manning
 Councillor Maria Williams

Personnel Committee

Councillor Gordon Goff
 Councillor Claire Francis-Hartery
 Councillor Maria Williams

Councillor Tony Wilcox
 Councillor Jonathan George

Pater Hall Community Trust

Councillor Pamela George
 Councillor S O Connor
 Councillor Paul Aston-Jones

Councillor Maureen Bowen
 Councillor Claire Francis-Hartery

Twinning & Tourism

Councillor Pamela George
 Councillor Jonathan George

Councillor Claire Lee

Other Committees

Action Plan Committee

Chairs of Committees plus the Mayor

Poppies/Remembrance Committee

Councillors Pamela George, Jonathan George, Maria Williams, Simon Briskham

Dr Jones Charity

Councillor Pamela George

Louisa Saunders Trust

Councillor Pamela George

Appeals Committee

Chairs of Committees plus the Mayor

Patient Participation group

Councillor Stephen O'Connor

Power Station Community Group

Councillor George Manning

Valero Refinery Community Panel

Councillor Pamela George, Jonathan George

Port of Milford Haven advisory panel

Councillor George Manning

One Voice Wales Representative

Councillors George Manning, Gordon Goff

Friends of Memorial Park

Councillors Pamela George, Sarah Lucas

Heritage Centre

Councillors Claire Francis-Hartery,

Maria Williams, Pamela George

Memorial Park Anniversary

Councillors Gordon Goff, Pamela George,

Jonathan George, Sarah Lucas,

Claire Francis-Hartery

The Town Clerk stated that she would come back to members regarding the school Governors' representations as she needs to confirm if the positions are still available due these being due for renewal earlier in the year.

22. Memorial Park 100th Anniversary

The Town Clerk stated that the Memorial Park was opened by Lady Meyrick on 2nd May 1925 in memory of two WW civilians killed in an air raid. The 100th Anniversary will be in May 2025 and Council need to consider what they would like to do to mark the occasion. As this is a big occasion it is something which will need a lot of planning with the opportunity of involving organisations across the town. The Town Clerk suggested setting up an extra committee for this purpose to work with other organisations in the town and look at funding opportunities for the occasion.

Cllr J George suggested having people from other organisations on the committee to help make plans for the anniversary.

Cllr O Connor commented that an outline plan of what is going to be done needs to be decided so that it can be budgeted over the next two years.

The Town Clerk stated that if any member has any ideas to put them forward to the committee and suggested to have a stand at the Fun in the Park and ask the public for suggestions.

23. Letter of Thanks – Pennar Robins AFC

The Town Clerk stated that PDTC has received a letter of thanks from Pennar Robins AFC for the funding provided which allowed for the purchase of the tractor.

24. Save Withybush Campaign

The Town Clerk stated she had received information from the Save Withybush Campaign asking for support from Town and Community Councils, she said that she had provided members with a copy of the information received along with the proposed model motion for Town & Community Councils which they are asking members to agree.

Cllr O Connor commented that he doesn't think that Council should support the promotion of this campaign as its suggested that the area would be without an A & E department which was never the case. He said that they want to bring in a university – state of the Art Hospital to West Wales which would attract more Doctor's to the area as they would have opportunity for progression within their career.

Cllr Briskham commented that with the refineries we are a very vulnerable area and

there is a helipad at Withybush Hospital if anything happens, so it's important that they keep the emergency department open.

Cllr Goff commented that he agrees with Cllr Briskham and being a tourism area, it is an essential department. He said that there needs to be a more precise document and suggested inviting a representative from the Health Board and Save Withybush Campaign to inform members further.

The Town Clerk stated that there is a session to focus on Local Health Systems that members can attend to obtain more information and informed them that she had sent an email out to members.

25. Budget Review

The Town Clerk stated that as the new members have joined Council, she said that she had provided a copy of the most recent budget along with the updated figures for members to review.

Cllr O Connor commented that if any of the members have any ideas of things, they would like to do within the next financial year, he suggested putting it forward to the Finance Committee by December as the precept requested needs to be in and they try to keep it as low as possible and look at the budgeting.

26. Grant Applications

The Town Clerk stated that a number of grant applications from organisations had been received. She said that under normal circumstances these applications would be discussed by the finance committee with recommendations made back to Full Council but suggested they were reviewed at this meeting with a decision being made in order not to delay them due to the next meeting of Full Council not being until September.

Members had been given copies of the applications and supporting documents and agreed the applications should be discussed at this meeting

The Viking Explorer Scout Unit had applied for £500, members discussed the application and as there was only 4 out of the 23 of people using the service from Pembroke Dock a proportion of £200 was proposed.

It was PROPOSED by Cllr O Connor
SECONDED by Cllr Manning

RESOLVED that PDTC award the Viking Explorer Scout Unit £200 grant

A Vote was taken, 9 members for

A further application was received from two individuals from the Viking Explorer Scout Unit requesting £500.

Cllr O Connor commented that within the standing orders it states that Council does not provide grants for individuals therefore this application was rejected.

A Vote was taken, 8 members for

Pembrokeshire Citizens Advice – had applied for 10,000 to support the costs of staffing for Pembroke Dock office, they are also looking for a Service Level Agreement for a number of years. It was suggested for this application to go to the Finance Committee

All members agreed

Pembrokeshire Pride – had applied for £2,000 towards the costs of the launch event for Pembrokeshire and support ongoing advice and support.

Members discussed this application and due to the organisation not providing bank account details this falls outside of PDTC standing orders.

Cllr O Connor commented that this application needs further discussions and he said he thinks Council should support the organisation. Cllr O Connor suggested inviting a representative to speak to members to discuss what we can do in the long term to support the organisation.

All members agreed

Pembroke Dock Cricket Club had applied for £1,500 towards the purchase of solar panels for the score board.

It was

PROPOSED by Cllr Goff

SECONDED by Cllr Aston-Jones

RESOLVED that PDTC awarded Pembroke Dock Cricket Club with a grant of £1,500

A Vote was taken all agreed

27. Ports Past & Present – Town Trail App

The Town Clerk stated that Ports, Past and Present have completed a full draft of the Pembroke Dock Town Trail with Welsh translation.

She said that the app contains images of all the original plaques by Robert Jakes, the English and Welsh text with updates, and additional photographs. Also added is the West Wales Maritime Museum as a location and information about the new Sea of Stories mural in the ferry terminal.

The Town Clerk informed members for those wishing to download the Port Places app and take a look, it is available on Android and for Apple. The experiences can be viewed by selecting 'Find More' on the menu of the app and scanning the attached QR codes. Bringing it up on the desktop screen and scanning it with your phone is the easiest option. Once complete, we can add them to the app's list of featured material so that they are more easily available.

There are a number of credits which can't be included on the app, but this information will be held on the Town Council website along with the link to the app.

Cllr George commented that there is a Ports, Past and Present presentation evening on Saturday 30th July at the Pater Hall at 5pm

28. CEO of MHPA – Tom Sawyer Meeting

The Town Clerk informed members that the requested meeting with the CEO of Milford Haven Port Authority will take place on Tuesday 2nd August 2022 at 10.00am. She said that the meeting will take place at the offices of the Town Council and will last approximately an hour. Members were asked to forward all questions to the Town Clerk prior to the meeting as it is a limited time to make the best use of the meeting.

Cllr O Connor suggested that as a Council, we ask for members to have a guided tour of the Pembroke Dock Port so we can see what the Port Authority plans for the area.

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

There was no Supplementary Report of the Town Clerk

31. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no other items which were urgent

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

Cllr O Connor updated members on the Patients Participants Group. He said that there will be a new Doctor due to start with Argyle Street Medical Centre in September on a full time basis.

It was raised why the pharmacy is closing at 5.30pm as patients are unable to get their prescriptions. It was highlighted that this was nothing to do with the PPG as it is a private organisation and for PDTC to contact them direct.

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

Date	Description	Amount
01.06.2022	Zurich Town & Parish Insurance	£2,568.09
06.06.2022	British Gas	£88.09
06.06.2022	Clarity Copiers	£65.18
07.06.2022	P A Lynch	£1,500.00
07.06.2022	Amberol Limited	£844.80
08.06.2022	Sage	£32.40
09.06.2022	Post Office – postage for Armed Forces Day	£38.76
10.06.2022	Google Cloud	£6.37
13.06.2022	1 & 1 Internet	£6.00
13.06.2022	NBB Matting	£76.95
20.06.2022	SWALEC	£69.85
22.06.2022	Alliance Lifting – brackets for benches	£228.00
23.06.2022	Bank charges	£8.00
27.06.2022	British Gas	£45.59
27.06.2022	Zoom	£14.39

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

Date	Description	Amount
24.06.2022	Richard Mason – Hill Farm Nursery floral displays	£2,494.00
29.06.2022	Pembrokeshire County Council – Floral displays	£4,093.20

ACCOUNT RECEIPTS

Date	Description	Amount
02.06.2022	Interest	£2.15
28.06.2022	Dorina's donation – floral displays	£100.00
02.07.2022	Interest	£2.38

SALARIES AND WAGES

06.06.2022– 05.07.2022	Salaries	£ 4,123.63
06.06.2022 – 05.07.2022	Tax & NI	£ 1,146.09
06.06.2022 – 05.07.2022	Pensions	£ 1,650.45

ACCOUNT BALANCES

02.07.2022	HSBC Business Account	£ 62,066.80
02.07.2022	HSBC Premium Account	£ 58,010.72

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

All members agreed

34. AGENDA ITEMS FOR THE NEXT MEETING

Cllr Goff suggested for Remembrance and Seasonal arrangements to be included on the next agenda

35. COMMUNITY ISSUES

Cllr J George commented about the hedges on the top road by the Ysgol Harri Tudur, he said that they are very overgrown, and it is very difficult to see people crossing the road.

The Town Clerk stated that PCC have been contacted about this area and they have informed us that it is on the schedule to be cut within the next 3 weeks.

Cllr Williams commented that the PCSO for the Pennar Ward had asked her to go out on patrol with them around Pennar regarding Anti-social behavior.

36. MAYOR'S REPORT

Cllr George commented that she had been to a number of events including Tenby Mayor Making and Civic Service, Pembroke Town Council Civic Service and Pembroke River Rally. She commented about the Tall Ship and how well supported the visit had been and that she had welcomed them back to Pembroke Dock. Cllr George commented about Armed Forces Day held at the Heritage Centre where the Pembroke and Pembroke Dock Male Voice Choir performed, she said the weather put some people off, but it was still a nice event. She informed everyone she is due to attend the Beating of the Bounds on the weekend.

37. VOTE TO GO INTO PRIVATE AND CONFIDENTIAL

It was	PROPOSED by Cllr G Goff SECONDED by Cllr 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.
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38. PRIVATE AND CONFIDENTIAL

To Confirm Private & Confidential Minutes of Thursday 9th June 2022

It was	PROPOSED by Cllr J George SECONDED by Cllr G Goff RESOLVED - That the Private & Confidential Minutes of the Meeting held on Thursday 9th June 2022 are adopted as a true record. There being no other business the meeting was closed
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There being no other business the meeting was closed