

At a Meeting of Pembroke Dock Town Council on  
Thursday 8<sup>th</sup> September 2022

**PRESENT: Cllrs: M Bowen, S Briskham, C Francis  
Hartery, J George, P George, G Goff, B Hall, 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.

**39 APOLOGIES FOR ABSENCE**

Cllr P Aston Jones

At this point in the meeting, it was announced that the Queen had passed away and members were asked if they were happy for the meeting to continue.

**All members agreed for the meeting to continue**

As a mark of respect, members observed a minute silence for the Queen.

The Town Clerk informed members that there are protocols to follow in the form of Operation London Bridge. It was agreed at a previous meeting where the book of condolence would be located and where floral tributes could be laid.

**40 DECLARATIONS OF INTEREST**

Item 34 of the Town Clerks Supplementary Report – Grant application Bernadette School of Dance – Cllr Williams declared a personal interest

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

Cllr George welcomed SGT Lewis Simpson from Dyfed Powys Police Neighbourhood Policing Team to the meeting.

SGT Simpson informed members that he would be giving an update on the Neighbourhood Policing Team regarding issues within Pembroke Dock and the control

plans they have in place.

SGT Simpson commented that the PCSO Team has been going for 20 years and this is the 15<sup>th</sup> year for Dyfed Powys Police with members of the team carrying out the role for 15 years. He said that they deal with low level crime, anti-social behavior with patrols on foot and they link with the community and key network partners such as the Town Council.

SGT Simpson informed members that they have control plans in place with 293 visits to ASB hotspots to target these areas and there are 19 open antisocial cases along with antisocial driving on Fort Road. He said that Fort Road has been an issue for a number of years and the area has been visited frequently by the Policing unit and PCSO team. Last month 101 received 6 calls and there had been 1 this month. SGT Simpson informed members that there have been 2 warnings given under Section 59 for Anti-social driving and that to issue a warning letter they must have evidence which needs to meet the evidence threshold. He said that if residents can give registration numbers when they call 101 then letters can be issued to the registered keepers.

Cllr Bowen commented about the speed of the traffic coming off Ferry Lane onto Bush Street and asked SGT Simpson if it had been noted with the Police.

SGT Simpson commented that they could look at the speed reports on Ferry Lane.

Cllr George commented about the traffic and parking on Bush Street and St John's Road at school drop off and pick up, she said its very dangerous and an accident waiting to happen.

Cllr O Connor commented that he had raised the issue with a PCSO regarding the parking.

SGT Simpson commented that they are working with partners to resolve the issue and that PCSO Rob Armstrong will be working with PCC Enforcement officer to patrol the area.

Cllr George thanked SGT Simpson for attending the meeting

**42 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 14TH JULY 2022.**

It was                   **PROPOSED by Cllr O Connor**  
                                 **SECONDED by Cllr Manning**  
                                 **RESOLVED - That the Minutes of Thursday 14<sup>th</sup> July 2022**  
                                 **are adopted as a true record.**

**43 MATTERS ARISING FROM THE MINUTES OF THURSDAY 14<sup>th</sup> JULY 2022**

There were no matters arising from the minutes

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

**29. Suicide Prevention Measures**

The Town Clerk stated that information has been received from Cllr Steve Thomas of Neyland Town Council in relation to suicide prevention measures for the Cleddau and Westfield Pill Bridges. She said that the proposal had been included in the members papers for consideration.

Cllr O Connor commented that he had contacted Cllr Thomas to find out more information. He said that he had done some research and there are signs promoted by The Samaritans that are used in other hotspots which give people thinking time. They also provide a room to enable them to contemplate with a phone so they can contact someone for help. Cllr O Connor stated that there is evidence from The Samaritans that it does help.

All Members agreed for a letter of support to be sent, stating that PDTC support the principle and would like to be involved in how this proposal progresses.

**30. Remembrance and Christmas celebrations**

The Town Clerk stated that at the last meeting of Full Council, it was agreed for Christmas and Remembrance to be discussed and agreed

The dates below are for the following events –

**Remembrance**

Saturday 12<sup>th</sup> November – Service at Military Cemetery – 3pm

Sunday 13<sup>th</sup> November – Service at St Johns Church with parade from Albion Square - 3pm

**Christmas**

Friday 9<sup>th</sup> December – Father Christmas comes to town

Saturday 10<sup>th</sup> December – Christmas events

Sunday 11<sup>th</sup> December – Mayors Civic Service and Christmas Carols

The Town Clerk stated that there had been some suggestions for Christmas celebrations to be different this year with some new ideas

- A Christmas market on the Saturday which would be located down Lower Meyrick Street
- A Winter Carnival on the Saturday afternoon with floats etc from different organisations with the judging of the floats by the Mayor

Cllr Wilcox commented that this Christmas will be a bit bleak for people so it would be nice to make the Christmas events a bit special.

The Town Clerk stated that normally there would be breakfast with Santa held in the Pater Hall but if other suggestions were of preference, then this would not go ahead.

Members discussed the proposed events and decided to hold a Christmas Market and Winter Carnival on Saturday 10<sup>th</sup> December 2022

### **All members agreed**

The Town Clerk stated that the PDTC Christmas Dinner will be held at the Helm, date TBC

### **31. Recommendations of Policy Updates**

The Town Clerk stated that members of some of the Committees have recently met to review and confirm the following policies she said that copies of these policies can be found on our website

<https://www.pembrokedocktc.org.uk/your-council/policies/>

#### **Personnel Committee**

- Absence and Sickness Policy
- Bullying Policy
- Capability Policy
- Disciplinary Procedure
- Lone Working

#### **Finance Committee**

- Financial Regulations

- Financial Risk Assessment

#### Full Council

- Freedom of Information
- Information Data Protection Policy
- Persistent Complainants

**It was                      PROPOSED by Cllr Manning  
                                    SECONDED by Cllr J George  
                                    RESOLVED that: members accepted and confirmed  
                                    the reviewed Policies**

**All members agreed**

### **32. Personnel Committee Recommendations**

The Town Clerk stated that members of the Personnel Committee recently met to discuss a number of items which included policies as noted in item 31 as well as taking on an apprentice which would be supplied by an organisation such as PRP or Futureworks

She said this would give the opportunity for an individual to gain experience of working in an office environment under the guidance of the Town Council staff. The cost of this is met by either PRP or future works at no cost to the Town Council.

Cllr O Connor asked if the apprentice would get a recognised qualification.

The Town Clerk stated that the learner would be on a course working towards a qualification and the Town Council would provide the placement.

**All members agreed to take on an apprentice from PRP**

### **33. Governing Body of Pennar Community School**

The Town Clerk stated that PDTC has received notification that Pennar Community School has a vacancy for an additional governor.

Cllr Williams expressed an interest in the Pennar Community School Governor position.

**All members agreed for Cllr Williams to be put forward as proposed Community School Governor.**

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

**34. Recommendations from Finance Committee**

The Town Clerk stated that the Finance Committee had recently met to discuss budget setting and grant applications received, they also discussed Service Level Agreements. Members were given copies of the Financial Regulations and Financial Risk Assessment documents and were asked for approval following recommendation from the Finance Committee.

**All members agreed**

The Town Clerk stated that a grant application has been received from Bernadette School of Dance who had requested £1,000-£2,000

It was recommended that the amount of £1,000 is granted and information was attached to the members papers.

**It was**

**PROPOSED by Cllr O Connor**

**SECONDED by Cllr Wilcox**

**RESOLVED that PDTC agreed to award a grant of £1,000 to Bernadette School of Dance**

**All members agreed**

**35. Pembrokeshire Green Infrastructure Strategy**

The Town Clerk stated that the above consultation has been emailed out to all councillors, this document will form part of the evidence for Pembrokeshire County Council's revised Local development Plan 2 to help contribute to the delivery of key national aims such as the Well-being of Future Generations Act 2015 and Environment (Wales) Act 2016. The document is available for comment at

<https://Pembrokeshire-green-infrastructure-strategy-eng-luc.hub.arcgis.com/>

She said that the consultation runs for a period of six weeks from 1<sup>st</sup> September 2022, and that it has been suggested that this information is discussed by the Development Committee of the Council to help align plans of this council with the proposed information.

**All members agreed for the response to be formed by the Development Committee.**

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

There were no other items which were urgent.

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

Cllr Wilcox updated members on the Warm rooms day that will be available to residents at Pennar Hall from 10<sup>th</sup> October 2022 for 6 months 9.30 -4pm supply warm place. He said that they have applied to PAVS for funding and suggest that other halls do the same.

Cllr George commented that it was discussed at the Pater Hall Trust meeting and they would like to do something similar for people to have a chat and cup of tea, she said that they would like to have it on a different day to other halls in the area.

The Town Clerk stated that at a previous meeting the Warm Rooms was discussed and agreed for the Finance Committee to look at how PDTC can support the Community Halls, she said that this will be discussed at the next meeting.

**48. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS**

**3<sup>rd</sup> July 2022 – 2<sup>nd</sup> August 2022**

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
05.07.2022	P Lynch	£1,600.00
05.07.2022	Clarity Copier	£57.24
06.07.2022	Sage - payroll	£32.40
06.07.2022	British Gas- gas bill	£79.65
06.07.2022	Anthony Bamford – window cleaning 6.7.22	£10.00
08.07.2022	Postage -meeting papers	£17.20
07.07.2022	Google Cloud	£6.34
11.07.2022	BT Group	£130.91
12.07.2022	Loved and Lost memorials – Memorial bench plaque	£19.99
13.07.2022	1 & 1 Internet Ltd	£6.00
11.07.2022	SWALEC – Old Pump House	£96.37
20.07.2022	Cardcraft - sundries	£35.00
21.07.2022	SWALEC – Albion Square	£70.93
21.07.2022	Anthony Bamford – window cleaning 20.07.22	£10.00
23.07.2022	Bank charges	£8.00
25.07.2022	Zoom meeting	£14.39
26.07.2022	One Voice Wales – IPC George Manning	£45.00
26.07.2022	S Scourfield – ASDA Sundries	£10.65

27.07.2022	British Gas	£46.46
29.07.2022	Clarity Copiers	£45.30
01.08.2022	West Wales Maritime – Pembroke River Rally	£50.00
01.08.2022	One Voice Wales – Councillor Training	£35.00
02.08.2022	P A Lynch - materials	£81.51

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

Date	Description	Amount
15.07.2022	Viking Explorer Scouts	£200.00
15.07.2022	Pembroke Dock Cricket Club	£1,500.00
01.08.2022	Conroy Amusements – Fun in the Park	£1,200.00

**ACCOUNT RECEIPTS**

Date	Description	Amount
02.08.2022	Interest	£4.69
27.07.2022	Modern Print – floral display donation	£100.00

**SALARIES AND WAGES**

06.07.2022– 05.08.2022	Salaries	£3,946.77
06.07.2022 – 05.08.2022	Tax & NI	£855.25
06.07.2022 – 05.08.2022	Pensions	£1,515.53

**ACCOUNT BALANCES**

02.08.2022	HSBC Business Account	£ 50,241.13
02.08.2022	HSBC Premium Account	£ 58,017.79

**3<sup>rd</sup> August 2022 – 1<sup>st</sup> September 2022**

**ACCOUNTS FOR PAYMENT**

Date	Description	Amount
03.08.2022	British Gas	£27.78
04.08.2022	Sage Global Services - payroll	£32.40
04.08.2022	Eurooffice – stationary	£58.54
04.08.2022	Phil Lynch	£1,600.00



05.08.2022	Google Cloud	£6.55
08.08.2022	One Voice Wales – Cllr Training	£30.00
09.08.2022	Anthony Bamford – window cleaning 08.08.2022	£10.00
11.08.2022	1 & 1 Internet	£77.96
15.08.2022	Merchant Navy Day -Wreath	£27.00
19.08.2022	SWALEC Albion Square	£72.56
23.08.2022	Bank Charges	£8.50
23.08.2022	Amazon – conference speakers	£79.99
25.08.2022	Anthony Bamford – window cleaning 24.08.22	£10.00
25.08.2022	Zoom meetings	£14.39
26.08.2022	Postage – Finance papers	£6.15
30.08.2022	British Gas	£43.47
31.08.2022	Ebay – Leaf Blower	£169.99

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

Date	Description	Amount

**ACCOUNT RECEIPTS**

Date	Description	Amount
25.08.2022	L Baker – Memorial bench	£400.00
25.08.2022	Precept	£69,853.00

**SALARIES AND WAGES**

06.08.2022– 05.09.2022	Salaries	£4,039.96
06.08.2022 – 05.09.2022	Tax & NI	£925.98
06.08.2022 – 05.09.2022	Pensions	£1,562.82

**ACCOUNT BALANCES**

01.09.2022	HSBC Business Account	£ 111,781.58
01.09.2022	HSBC Premium Account	£ 58,017.79

Cllr O Connor commented about the memorial bench plaque and asked if this cost is included in Memorial bench receipt received.

The Town Clerk confirmed that the cost of the plaque and the bench has been included in the price people are paying for a memorial bench. She said that the Town Council has received a number of expressions of interest for memorial benches.

**It was                      PROPOSED by Cllr S O Connor  
                                    SECONDED by Cllr G Goff  
                                    RESOLVED: That Pembroke Dock Town Council approve  
                                    payments of the above Payments, Receipts, Salaries and  
                                    Wages for 3<sup>rd</sup> July 2022 to 1<sup>st</sup> September 2022.**

**All members agreed**

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

No items were suggested for the next meeting

**50.      COMMUNITY ISSUES**

Cllr Goff commented about the Merchant Navy Day and thanked the Town Council staff for representing Pembroke Dock Town Council

Cllr Manning commented about the new bins around the town, he said that although the new ones are double bins they are in less places and asked if more bins could be made available.

The Town Clerk stated that there have been issues with residents filling the bins with household rubbish, therefore the shape of the double bins has changed to not make it so easy for this to happen.

Cllr Manning commented about the bottom of Meyrick Street with the cobbles, he said in the recent downpours the drainage could not cope, and that the subbase has gone and it continues to cause concern.

Members asked the Town Clerk to write to PCC again to express the Health and Safety concerns regarding the cobbles on Meyrick Street.

Cllr Francis Hartery commented that she had reported the sink hole on Fort Road

**51. MAYOR'S REPORT**

Cllr George commented that it has been a busy time and she attended a number of events including the Beating of the Bounds, also the Heritage Centre when they received the prestigious Royal Aeronautical Heritage Award which is the first in South Wales. She said that she had been to Narberth Civic Service and a Ports, Past and Present film event in the Pater Hall.

Cllr George commented that she had welcomed the visitors on the Hebridean Princess Cruise that came into Pembroke Dock in August. She also attended the Falcon Fun Day at the Heritage Centre and the Motorbike Rally at West Wales Maritime Museum.

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