

At a Meeting of Pembroke Dock Town Council on  
Thursday 7<sup>th</sup> September 2023

**PRESENT: Cllrs: P Aston Jones, S Briskham, C Francis-Hartery, P George, J George, G Goff, B Hall, J Lyons, G Manning, S O'Connor, M Wiggins, T Wilcox, M Williams**

**IN ATTENDANCE:**

Amanda Hart – Deputy Town Clerk  
Caroline Mason - Communities and Committees Officer

Cllr Manning opened the meeting and welcomed everyone.

**35. APOLOGIES FOR ABSENCE**

Cllr S Lucas, Cllr C Lee, Cllr M Bowen

**36. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**37. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

Cllr Manning welcomed Superintendent Craig Templeton from Dyfed Powys Police to the meeting.

Superintendent Craig Templeton introduced himself and thanked everyone for inviting him to attend the meeting. He commented that he would like an open and constructive dialog to build on the relationship with the Town Council and the Community. He gave an overview of his role within Pembrokeshire.

Cllr O'Connor commented about the Home Secretary's statement about no crime is too small to be investigated.

The Superintendent commented that no crime is petty, whatever it is, it is important to that person. He said that it is difficult to manage and make a decision which calls are priority, some crimes can be dealt with desk based and others require police presence but, they seek to look after every victim.

Members put their questions to the Superintendent which included concerns regarding

individuals driving around the town in moderated noisy cars, the dangerous use of hoverboards and electric scooters on the roads and pavements, the new 20 mph zones and the lack of police patrols at night as there are a large number of children roaming around the town in the early hours of the morning.

The Superintendent responded to the questions, and he also commented about hidden crimes such as, domestic abuse and drugs which continue to be hard to manage and asked members if they know it is happening to get members of the public or Councillors to report it.

Cllr Williams commented about Remembrance Sunday and asked about Police presence for the parade. She said that Pembroke Dock has rarely had any police presence.

The Superintendent commented that they deal with the requests regarding the road closures for Remembrance and try to allocate officers as it's an important day to everyone, he said that someone may be allocated but may have to leave to deal with a call.

Superintendent Craig Templeton stated that members may have seen in the Press about Pembroke Dock Police Station relocating. He said that it is the intention to vacate the Pembroke Dock Police Station but they will not be leaving Pembroke Dock as a few different sites are being looked at.

He thanked the Town Council for giving him the opportunity to come to the meeting and said that he hopes they can work together for the community and to contact him if members have any queries.

Cllr Manning thanked Superintendent Craig Templeton for attending the meeting.

**38. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 6<sup>th</sup> JULY 2023.**

**It was                      PROPOSED by Cllr Hall  
                                    SECONDED by Cllr Goff  
                                    RESOLVED - That the Minutes of Thursday 6<sup>th</sup> July 2023  
                                    are adopted as a true record.**

**39. MATTERS ARISING FROM THE MINUTES OF THURSDAY 6<sup>th</sup> JULY 2023**

**P31 – Community Issues** – Cllr O'Connor asked if the benches have been installed.

The Deputy Town Clerk stated that they have not yet been installed and that she would

Speak to Phil next week about installing the bench on Bush Street.

**40. TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**

**11. Allotment sites in Pembroke Dock**

The Deputy Town Clerk stated that Pembrokeshire County Council has approached all Town & Community Councils with regards to Allotment sites within their towns. They are proposing for allotments to be transferred over to Town & Community Councils on a year lease on peppercorn rent, they will provide the Town Council with all the Tenancy Agreements, site rules and risk assessments for the running of the allotments with the Town Councils also receiving the rent and investing that rent as we wish.

She said that in Pembroke Dock the main site will be Birdcage Walk which is proposed to be extended to allow for another 6 plots but also for land at Park View Crescent to also be utilised which will allow for possibly another 20 plots.

Members discussed the proposal from Pembrokeshire County Council regarding the allotment sites and said that in principle they support the idea but agreed they need more information on how this would be undertaken and required clarification of the proposal. Members discussed about the possibility of having a Community Asset Transfer rather than a yearly lease and that all the proposed work would need to be undertaken at Park View Crescent prior to the Town Council taking the site on.

Cllr Wilcox commented that it would be nice to have an allotment site in Pennar and that he would speak to PCC about possible locations.

**All members agreed that further clarification is required.**

**12. Adopt a Kiosk**

The Deputy Town Clerk informed members that The Clerk had been asked to add this item on the agenda for discussion. She said there are a number of red telephone boxes being sold off to the community for £1 in order for it to be revamped and brought back to life with a new use. The location of the red phone box in Pembroke Dock is Hobbs Point.

Members were asked to confirm if they were happy to adopt the kiosk and what they would like it to be used for along with agreement on a proposed budget for the revamp.

Members discussed that if the kiosk is adopted then the Town Council would be liable

for its maintenance and could become a drain on the budget, they said that they would be happy to support any community organisation that would like to adopt the kiosk. It was proposed that PDTC does not adopt the kiosk.

**It was                    PROPOSED by Cllr Hall  
                                  SECONDED by Cllr O'Connor  
                                  RESOLVED That – members of PDTC agreed not to  
                                  adopt the kiosk located at Hobbs Point.**

**A Vote was taken, 8 for the proposal and 2 against**

### **13. Gym Equipment**

The Deputy Town Clerk informed members that there will be new Gym Equipment installed at the Gravel Lane/King Street green area and St Patricks play area. Funding for the development of these areas has been sought from PCC, MHPA and Pennar & Bufferland Residents Association.

She said the company had been in contact with a suggested date of 21<sup>st</sup> and 22<sup>nd</sup> September or 28<sup>th</sup> and 29<sup>th</sup> September 2023 and that a site survey needed to be completed for both areas.

Cllr Wilcox commented that the gym equipment will be a positive addition to the park in Pennar.

Cllr Manning commented that at Gravel Lane they are waiting for a date for the boulders to be put in place.

### **14. 24/25 Budget setting**

The Deputy Town Clerk informed members that the finance and Development Committee are in the process of putting together the budget for 24/25 there are a number of new items to consider moving forward which include the

- Memorial Park 100<sup>th</sup> Anniversary celebrations
- Gravel Lane maintenance
- If the above is agreed allotment site maintenance (which will be minimal as rent charges should cover any required works)
- Revamp of Telephone box at Hobbs Point

Members were informed that moving forward Staff members will not be servicing any future Summer Festivals. The last 2 events held this Summer have seen Staff being put

under a large amount of pressure with little support from Councillors, the Councillors who did support the Events on the day were thanked.

Cllr Wilcox commented that for future events if Council decides to hire inflatables that they need to pay a bit extra to have them manned at the events. He also suggested pricing up the cost of a notice board to put inside the entrance to the Memorial Park so events can be promoted in the park.

Cllr O'Connor commented that most events are supported by Town Council's but they have a committee of people to arrange the event. He said that there used to be a Summer and Winter committee to manage events but they are no longer in place. Cllr Briskham suggested asking local charity groups and businesses to get involved with arranging future events.

Members were asked if they have any other ideas which they think would affect the budget moving forward, to contact the Town Clerk so it can be planned into the budget.

#### **15. Memorial Park 100<sup>th</sup> Anniversary Update**

The Deputy Town Clerk informed members that there was recently a meeting of the group to discuss plans and ideas moving forward for the event. She said that the minutes of the last 2 meeting had been attached for members to see what ideas have been put forward.

Cllr Williams commented about having stone boulders installed to create a friendship circle for teenagers to meet rather than them sitting on the play equipment.

Cllr Aston-Jones commented about combining a notice board and memorial plaque in the park.

Members were asked to put any ideas that they may have for the Anniversary in an email to the office for the committee to consider.

#### **16. Christmas Events**

The Deputy Town Clerk informed members that the Christmas Events for the Town Council this year will consist of Breakfast with Santa in the Pater Hall with a grotto, there will be no Christmas Market or Carnival.

The Deputy Town Clerk stated that we are in the process of gaining menus for the Town

Council Christmas meal, the options are very limited at present so menus will be gained from Ferry Inn and Shipwright. Members were asked if they had any other ideas to let the office know.

### **17. Publication of Further Revised Delivery Agreement including the Community Involvement Scheme**

The Deputy Town Clerk informed members that a further revised Delivery Agreement for Pembrokeshire County Council's Replacement Local Development Plan (LDP 2) has been published and is available to view on the Council's website:

<https://www.pembrokeshire.gov.uk/local-developemtn-plan-review/delivery-agreement-including-the-community-involvement-scheme>

The June 023 Delivery Agreement supersedes the October 2020 version. The new Delivery Agreement included a revised timetable for the remaining stages of the LDP 2 plan process. The next key stage will be a repeat of the Deposit stage of the Plan process, but based on a revised Plan, including public consultation.

The Further Revised Delivery Agreement was prepared in 2023, primarily in response to further delays to LDP 2 preparation arising as a consequence of the publication of the Natural Resources Wales guidance on phosphate levels in Riverine Special Areas of Conservation (SACs) in Wales, which affects the Cleddau and Teifi river catchments. This new iteration of the Delivery Agreement was considered by Pembrokeshire County Council's Cabinet on 24<sup>th</sup> April 2023 and subsequently at Full Council on the 11<sup>th</sup> May 2023. Welsh Government subsequently approved the further revised Delivery Agreement on the 20<sup>th</sup> June 2023.

Members were informed that the link had been included in their papers if they want to have a look at.

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

There was no supplementary report from the Town Clerk

#### **42. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT**

There were no other items which were urgent.

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

Cllr Wiggins commented that there had been a Pembroke Dock Heritage Centre meeting, she said that they have arranged for Mike Cavanagh, Head of Leisure Services to visit the Centre.

Cllr Wilcox commented about the Centre recently obtaining the Museum accreditation and that they had previously been unable to get approval to have brown signage. He suggested asking them if they would like support in trying to obtain this from PCC.

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
30.06.2023	Clarity Copiers	£83.24
30.06.2023	S Scourfield Sundries	£19.75
30.06.2023	Post Office	£14.95
06.07.2023	Sage	£34.80
06.07.2023	British Gas – Gas bill	£36.25
07.07.2023	Google Cloud	£6.48
10.07.2023	BT Group	£164.59
10.07.2023	SWALEC	£164.52
12.07.2023	1 & 1 Internet	£6.00
14.07.2023	Postage – stamps	£6.00
17.07.2023	P A Lynch – sundries	£6.00
17.07.2023	Pembrokeshire Bouncy Castles – Mayor’s Fun Day	£475.00
19.07.2023	S Scourfield – mileage	£48.96
20.07.2023	Anthony Bamford – window cleaning 20.07.2023	£10.00
21.07.2023	SWALEC – Albion Square	£95.87
21.07.2023	ASDA Sundries – HMS Pembroke visit	£12.10
23.07.2023	Bank charges	£8.00
25.07.2023	Zoom Meetings	£15.59
27.07.2023	British Gas	£37.09

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
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30.07.2023	Pembrokeshire County Council -Floral displays	£4,513.10

### **ACCOUNT RECEIPTS**

Date	Description	Amount
02.06.2023	Interest	£72.61

### **SALARIES AND WAGES**

06.07.2023– 05.08.2023	Salaries	£ 4,206.48
06.07.2023 – 05.08.2023	Tax & NI	£ 938.51
06.07.2023 – 05.08.2023	Pensions	£ 1,626.20

### **ACCOUNT BALANCES**

31.07.2023	HSBC Business Account	£ 57,941.01
31.07.2023	HSBC Premium Account	£ 58,489.76

### **ACCOUNTS FOR PAYMENT**

Date	Description	Amount
31.07.2023	Google Cloud	£6.33
01.08.2023	Clarity Copiers	£38.99
01.08.2023	Sage - payroll	£34.80
01.08.2023	Anthony Bamford – window cleaning 01.08.23	£10.00
04.08.2023	British Gas – Gas bill	£13.05
04.08.2023	P A Lynch	£1,600.00
07.08.2023	Cardcraft – floral displays	£70.00
11.08.2023	1 & 1 internet	£77.96
17.08.2023	Anthony Bamford – window cleaning 17.08.23	£10.00
21.08.2023	SWALEC	£84.57
23.08.2023	Bank charges	£8.00
25.08.2023	Farmfoods – sweets/drinks for Fun day	£36.38
29.08.2023	Zoom meetings	£15.59
29.08.2023	British Gas – electricity bill	£46.82
29.08.2023	A J Hart – Funday sweets/drink sundries	£53.24
29.08.2023	Funday sundries	£10.80
30.08.2023	West Wales Maritime – Pembroke River Rally	£60.00
31.08.2023	Anthony Bamford – window cleaning 30.08.2023	£10.00



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

Date	Description	Amount
17.08.2023	Innovative Gas Services	£2,300.00

**ACCOUNT RECEIPTS**

Date	Description	Amount
02.08.2023	Interest	£80.70
21.08.2023	PCC Precept	£70,901.00
25.08.2023	Milford Haven Port Authority funding	£6,000.00

**SALARIES AND WAGES**

06.08.2023– 05.09.2023	Salaries	£ 4,309.23
06.08.2023 – 05.09.2023	Tax & NI	£ 1,010.92
06.08.2023 – 05.09.2023	Pensions	£ 1,678.85

**ACCOUNT BALANCES**

31.08.2023	HSBC Business Account	£ 123,856.48
31.08.2023	HSBC Premium Account	£ 58,570.46

It was **PROPOSED** by Cllr O'Connor  
**SECONDED** by Cllr Aston- Jones  
**RESOLVED:** That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 30<sup>th</sup> June 2023 to 31<sup>st</sup> August 2023.

All members agreed.

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

Allotments

**46. COMMUNITY ISSUES**

Cllr Williams commented about the Macmillian Coffee morning due to be held at the Town Council office on Wednesday 27<sup>th</sup> September. She said that at 10.00am she will be Braving the Shave and informed everyone that she has a sponsor form if anyone would like to donate to Macmillan.

Cllr Wilcox commented that the Warm Rooms would be starting back up on Monday 11<sup>th</sup> September at Pennar Hall and asked if the Town Council would consider supporting them financially. Cllr O'Connor commented that if Pennar Hall and the Pater Hall put their request in writing, the Finance committee would look at what the budget can

afford and what sort of funding could be made available.

Cllr Manning commented about the lighting in the Car park on Western Way as it is very dark at night. He suggested writing to the Port Authority asking them if they could sort the lighting out.

He also commented that the barrier to the carpark on Western Way needs to be down as there are several commercial and campervans parking there overnight.

Members put forward areas around the town that require some attention, and the Deputy Town Clerk said she would speak to Phil and PCC regarding these areas.

- Walkway from the bus station to Tesco
- Weeds in Laws Street, Church Street and Upper Meyrick Street.
- Road sweeper to clear the road gutters in Britannia Road following the recent downpour of hay.

#### **47. MAYOR'S REPORT**

Cllr Manning commented that he had attended the Wings over Carew Memorial event and that he went to Ted Owen's Funeral, which was very well attended. Cllr Manning commented about the Funday in the Park which was successful and thanked the staff for the work they had done preparing for it and their commitment on the day.

Cllr Williams commented that she attended the Beating of the Bounds in Haverfordwest, Narberth Civic Service, Pennar Hall 100<sup>th</sup> Anniversary and the Merchant Navy Day in London.

#### **48. PRIVATE AND CONFIDENTIAL**

**To Confirm Private & Confidential Minutes of Thursday 6<sup>th</sup> July 2023**

**It was                    PROPOSED by Cllr S O'Connor  
                                  SECONDED by Cllr G Goff  
                                  RESOLVED - That the Private & Confidential Minutes of  
                                  the Meeting held on Thursday 6<sup>th</sup> July 2023 are  
                                  adopted as a true record.**

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