

At a Hybrid Meeting of Pembroke Dock Town Council on Thursday 4<sup>th</sup> April 2024

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

**IN ATTENDANCE:**

Sarah Scourfield – Town Clerk

Amanda Hart – Deputy Town Clerk

Caroline Mason - Communities and Committees Officer

Cllr Manning opened the meeting and welcomed everyone.

**131. APOLOGIES FOR ABSENCE**

There were no apologies.

**132. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**133. QUESTIONS AND ANSWER SESSION WITH GUEST SPEAKERS (20 MINUTES)**

Cllr Manning welcomed Zoe Harrison from RWE to the meeting.

Zoe Harrison thanked members for letting her attend and introduced herself as the Pembroke Green Hydrogen Project Manager and that she is currently working on the Green Hydrogen Project at Pembroke. Also in attendance was Dr Mark Picton -Senior Stakeholder Manager for RWE, he said his role is to get the message of RWE's plans out into the community.

Members were given a PowerPoint presentation about RWE plans for Pembroke Net Zero Centre and decarbonisation with the continuation of energy changes and more renewal energy by 2040

Zoe Harrison informed members that on 22<sup>nd</sup> April there will be a pre-application consultation due to take place and she would like to Councillors to encourage their constituents and for the Councillors to comment online. She said that the draft planning application documents are available to view online, and hard copies of materials will be

at both Pembroke and Pembroke Dock libraries.

Cllr Manning thanked Zoe Harrison and Mark Picton for coming to the meeting.

**134. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC (10 MINUTES)**

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

**135. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 7<sup>th</sup> MARCH 2024.**

**Page 88 – Item 126 To receive a report from Town Council representatives serving on outside bodies.**

Cllr O'Connor commented that the minutes referred to Cllr Beynon, but it should read County Councillor Beynon as he is not a member of Pembroke Dock Town Council.

**It was                      PROPOSED by Cllr O'Connor  
                                    SECONDED by Cllr Hall  
                                    RESOLVED - That the Minutes of Thursday 7<sup>th</sup> March 2024  
                                    are adopted as a true record.**

**136. MATTERS ARISING FROM THE MINUTES OF THURSDAY 8<sup>th</sup> FEBRUARY 2024**

Page 89 – Item 129 – Community issues

Cllr Aston-Jones commented that he had to make an emergency call regarding a horse out on the Cleddau Bridge and that it continues to be a cause for concern and a danger.

The Town Clerk commented that the horses have been dealt with and removed but there is one horse left as they have not been able to catch the horse at present.

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

**52. Policy Reviews**

The Town Clerk informed members that the following policies required reviewing:

- **Biodiversity and Environmental policy**

**It was                      PROPOSED by Cllr Goff  
                                    SECONDED by Cllr O'Connor  
                                    RESOLVED That – members of PDTC agreed to adopt the  
                                    Biodiversity and Environmental policy.**

**All members agreed.**

- **Display Screen Equipment Policy**

It was **PROPOSED** by Cllr J George  
**SECONDED** by Cllr O'Connor  
**RESOLVED** That – members of PDTC agreed to adopt the  
Display Screen Equipment Policy

All members agreed

- **Equality and Diversity Policy**

It was **PROPOSED** by Cllr Goff  
**SECONDED** by Cllr O'Connor  
**RESOLVED** That – members of PDTC agreed to adopt the  
Equality and Diversity Policy

All members agreed

- **Fire Emergency Instructions**

It was **PROPOSED** by Cllr Goff  
**SECONDED** by Cllr J George  
**RESOLVED** That – members of PDTC agreed to adopt the  
Fire emergency instructions.

All members agreed

- **Grant Application**

Cllr Francis Boswell suggested adding to the form that funds will be recalled if proof or evidence showing the grant being spent is not received.

It was **PROPOSED** by Cllr Manning  
**SECONDED** by Cllr Goff  
**RESOLVED** That – members of PDTC agreed to adopt the  
Grant Application form with the inclusion of the proof of  
evidence being required.

All members agreed

### **53. Financial Regulations and Risk Assessment**

The Town Clerk informed members that the Financial regulations and risk assessments require reviewing. She said there are no changes to the documents from last year which were attached to members papers for review.

**It was**                    **PROPOSED by Cllr Manning**  
 **SECONDED by Cllr O'Connor**  
 **RESOLVED That – members of PDTC agreed to adopt the**  
 **Financial Regulations and Risk Assessment.**

**All members agreed**

#### **54. Renewal of One Voice Wales Membership**

The Town Clerk informed members that the One Voice Wales membership renewal had come through. She said the fee will be £1917.00 for the 24/25 period which works out to be 0.41p per dwelling based on 4676 dwellings. Information from One Voice Wales on their achievements and ways, they work for Town and Community Councils was attached to members papers.

**It was**                    **PROPOSED by Cllr O'Connor**  
 **SECONDED by Cllr Francis-Boswell**  
 **RESOLVED That – members of PDTC agreed to renew the**  
 **One Voice Wales Membership for the 24/25 period.**

**All members agreed**

#### **55. Argyle Medical Group – Patient Participation Group**

The Town Clerk stated that further to discussions from members at the last meeting, she had chased Argyle Street surgery for a reply with regards to attending a meeting with Full Council to discuss the issues surrounding accessing appointments at the surgery, along with the lack of recent PPG meetings. The response received was the following:

*Our next PPG is Monday 8<sup>th</sup> April. Maria Williams is the Pembroke Dock council representative at these meetings. When we had your first invite Maria said she would discuss at the council meeting what your concerns were and feedback to us.*

*We are not able to attend the council meetings, but we are happy for a members pf Pembroke Dock Town Council to attend alongside Maria to our next PPG meeting where our senior partner and I will be available.*

The Town Clerk stated that since receiving this reply, as a Council we have received complaints from residents asking us to challenge the lack of action from the surgery and fight on behalf of the community to gain a system which works for the residents. She

asked members if they would agree that as Town Clerk she could attend the meeting alongside Cllr Williams and highlight the issues brought to us as a Council and find a suitable way forward.

**All members agreed.**

Cllr O'Connor commented that the PPG do not have any powers to make changes to how the surgery is run.

Cllr Williams stated that the next meeting is going to be about the appointment system and access to the surgery.

Cllr Bowen commented that there is a volunteer from Llais Cymru due to attend the Pater Hall Warm room session on Friday 5<sup>th</sup> April to gather information to feedback to Hwyl Ddd. She said that they would also like to come to the Town Council to gather information which will go onto Welsh Government.

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

There was no supplementary report from the Town Clerk.

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

Cllr Manning had no other items which he decided were urgent.

**140. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES**

**PERSONNEL COMMITTEE REPORT** – Cllr Goff Chairman of the Personnel Committee commented that he has had conversations with staff and the Town Clerk and there are no issues to report at the moment.

**PLANNING COMMITTEE REPORT** - Cllr Manning updated members on the planning applications reviewed during the month.

**23/0850/PA Double Storey Replacement Mini Market with 2 No. Flats Above Spar Shop, 25 Treowen Road, Pennar, Pembroke Dock**

Planning Committee all agreed to support this application with no further comments

**23/1014/DC Discharge o Condition Consultation**

Y Cerrig Glas, Front Street, Pembroke Dock

Planning Committee all agreed to support this application with no further comments

**23/0935/LB Replacement Window Openings**

Rhiannon House, 54 Bush Street, Pembroke Dock

Planning Committee all agreed to support this application with no further comments

**23/1031/DC Discharge of Conditions Consultation**

Site to the West of Existing Kingswood Trading Estate, Pembroke Dock

Planning Committee all agreed to support this application with no further comments

**23/1052/PA Charge of Use of First Floor Flat to Storage in Connection with Light Industrial**

2 The Yard, Bush Street, Pembroke Dock

Planning Committee all agreed to support this application with no further comments

**23/1059/CL Commencement of Development of Planning Decision Ref: 18/0750/PA (New Foul Sewage Pumping Station, Rising Main and Connection to Welsh Water Main Sewer with Associated Access Road, Compound and Retaining Structures. Decommissioning and Removal of Existing Private Waste Water Treatment.**

Ocean Way, Pennar Park, Pembroke Dock

Planning Committee all agreed to support this application with no further comments

**23/1062/PA Front Ground Floor Extension Creating a Larger Lounge**

21 Britannia Road, Pembroke Dock

Cllr J George and Cllr P George declared an interest in this application and left the meeting  
The remaining members of the Planning Committee agreed to support this application with no further comments.

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

There were no reports from Town Council Representatives serving on outside bodies.

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
29.02.2024	Google Cloud	£6.30
06.03.2024	Sage - payroll	£34.80
05.03.2024	P A Lynch	£1,600.00
05.03.2024	Clarity Copiers	£25.06
05.03.2024	Anthony Bamford – window cleaning 05/03/2024	£10.00
07.03.2024	British Gas – gas bill	£299.78
07.03.2024	Google cloud	£6.30
07.03.2024	My True Self Therapy - Counselling	£120.00
11.03.2024	Office Furniture direct – office chairs	£467.96
12.03.2024	One Voice Wales – Councillor training	£76.00
12.03.2024	Welsh Water	£70.85
13.03.2024	1 & 1 internet	£6.00
13.03.2024	National Resources Wales – Waste carrier licence	£154.00
19.03.2024	Pembrokeshire Electricians	£96.00
22.03.2024	Newton Newton Flags – D-day 80 flag	£28.80
23.03.2024	Bank Charges	£8.00
25.03.2024	Zoom	£15.59
27.03.2024	British Gas – electricity bill	£47.16
27.03.2024	Anthony Bamford – window cleaning 19.03.2024	£10.00
28.03.2024	SSE – Albion Square	£83.28

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
05.03.2024	St Patricks Warm rooms	£24.84
11.03.2024	St Patricks Warm rooms	£25.12

19.03.2024	Chair Allowance – Cllr O’Connor	£500.00
19.03.2024	Chair Allowance – Cllr Goff	£500.00
19.03.2024	Chair Allowance – Cllr Manning	£500.00
19.03.2024	Councillor Allowance – Cllr Wiggins	£156.00
19.03.2024	Councillor Allowance – Cllr Wilcox	£156.00
19.03.2024	Councillor Allowance – Cllr Bowen	£156.00
19.03.2024	Councillor Allowance - Cllr Francis-Bowell	£208.00
19.03.2024	Councillor Allowance – Cllr George	£208.00
19.03.2024	Councillor Allowance – Cllr Williams	£208.00
19.03.2024	Councillor Allowance – Cllr O’Connor	£208.00
19.03.2024	Councillor Allowance – Cllr Jones	£208.00
19.03.2024	Councillor Allowance – Cllr Lee	£208.00
19.03.2024	Councillor Allowance – Cllr Lyons	£208.00
19.03.2024	Councillor Allowance – Cllr Manning	£208.00
19.03.2024	Councillor Allowance – Cllr Lucas	£208.00
19.03.2024	St Patricks Warm rooms	£23.21
22.02.2024	Councillor Allowance – Cllr Goff	£208.00

### **ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.03.2024	Interest	£91.15

### **SALARIES AND WAGES**

06.03.2024– 05.04.2024	Salaries	£ 4,715.51
06.03.2024 – 05.04.2024	Tax & NI	£ 1,207.77
06.03.2024 – 05.04.2024	Pensions	£ 1,858.22

### **ACCOUNT BALANCES**

28.03.2024	HSBC Business Account	£ 71,792.94
28.03.2024	HSBC Premium Account	£ 59,229.61



**It was PROPOSED by Cllr O'Connor  
SECONDED by Cllr J George  
RESOLVED: That Pembroke Dock Town Council approve  
payments of the above Payments, Receipts, Salaries and  
Wages for 1<sup>st</sup> March 2024 to 28<sup>th</sup> March 2024.**

**All members agreed.**

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

The AGM will be at the next meeting

**144. COMMUNITY ISSUES**

Cllr Williams commented that she is shocked about the Refill shop closing after 18 months, as they had over £30,000 of grants including £2,500 from PDT. She said that she would like to know why the shop is closing as they needed to look at the type of products they were selling to suit the location.

Cllr O'Connor commented that as a Town Council we need to be more proactive in checking that funding given to organisations is spent on the areas they had applied for.

Cllr Briskham commented that BoxWise in the local boxing club in Pembroke Dock which is an inclusion boxercise session has been nominated for a GB Disability Award and that he will keep members updated on their progress.

**145. MAYOR'S REPORT**

Cllr Manning commented that it had been quiet, but he has two events coming up during April. On 19<sup>th</sup> April he will be attending the Rededication and unveiling of the memorial for Capt. Benjamin Thomas at Llanion Cemetery. He said he will also be attending the Landing Craft Memorial Service on Saturday 27<sup>th</sup> April 2024 at Freshwater West.

Cllr Manning stated that at the end of the month of April he will be standing down as Councillor of Central Ward due to personal reasons.

Cllr J George commented that it was a shock that Cllr Manning will be standing down but he would like to thank him for his service to the town.

Just as the meeting closed Cllr Aston Jones thanks everyone on behalf of himself and his family for the support he has been given.

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