

At a Hybrid Meeting of Pembroke Dock Town Council on Thursday 3rd April 2025

PRESENT: Cllrs: P Aston-Jones, M Bowen, C Francis-Boswell, P George, G Goff, B Hall, J Lyons, S Lucas, S O'Connor, D Sharp, M Williams, M Wiggins

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Hart – Deputy Town Clerk

Caroline Mason- Committees and Communities Officer

Cllr Williams opened the meeting and welcomed everyone.

156. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J George, Cllr T George, Cllr C Lee

157. DECLARATIONS OF INTEREST

There were no declarations of interest.

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

There was no guest speakers present at the meeting.

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

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

160. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 6th MARCH 2025.

It was

PROPOSED by Cllr Lucas

SECONDED by Cllr P George

RESOLVED - That the Minutes of Thursday 6th MARCH 2025 are adopted as a true record.

161. MATTERS ARISING FROM THE MINUTES OF THURSDAY 6th MARCH 2025

Pg 182 – Item 46 – of the Town Clerks Report

Cllr Goff commented about the Pennar Governor and asked if they had selected a new Governor.

The Town Clerk stated that names have been put forward to Pembrokeshire County Council but she has not yet heard anything.

Cllr Dean Sharpe joined the meeting at 18.35

162. TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

50. Policy Reviews

The Town Clerk informed members that the following policies require review:

- Biodiversity and Environment

It was **PROPOSED by Cllr O'Connor**
SECONDED by Cllr Goff
RESOLVED That – Members of PDTC reviewed and agreed
to adopt the Biodiversity and Environment Policy

- Complaints Procedure

It was **PROPOSED by Cllr Goff**
SECONDED by Cllr O'Connor
RESOLVED That – Members of PDTC reviewed and agreed
to adopt the Complaints Procedure

- Councillor Training

It was **PROPOSED by Cllr O'Connor**
SECONDED by Cllr Williams
RESOLVED That – Members of PDTC reviewed and agreed
to adopt the Councillor Training

- Display Screen Equipment Policy

It was **PROPOSED by Cllr O'Connor**
SECONDED by Cllr Goff
RESOLVED That – Members of PDTC reviewed and agreed
to adopt the Councillor Training

- Equality and Diversity Policy

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

- Fire Emergency procedure

It was **PROPOSED by Cllr O'Connor**
SECONDED by Cllr Aston-Jones
RESLOVED That – Members of PDTC reviewed and agreed
to adopt the Fire Emergency procedure.

- Grant Awarding Policy

It was **PROPOSED by Cllr O'Connor**
SECONDED by Cllr Goff
RESOLVED That – Members of PDTC reviewed and agreed
to adopt the Grants Awarding Policy

- Mayoral Allowances

It was **PROPOSED by Cllr O'Connor**
SECONDED by Cllr Francis Boswell
RESOLVED That – Members of PDTC reviewed and agreed
to adopt the Mayoral Allowances Policy

The Town Clerk informed members that the New Chairs of Committees and Mayor/Deputy Mayor Allowance will be taxable.

- Protocol between members and officers

It was **PROPOSED by Cllr Francis Boswell**
SECONDED by Cllr Goff
RESOLVED That – Members of PDTC reviewed and agreed
to adopt the Protocol between members and officers

51. Financial Regulation 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 and that copies of the documents were attached to their minutes to review.

Financial Regulations

It was

PROPOSED by Cllr Bowen

SECONDED by Cllr O'Connor

RESOLVED That – Members of PDTC reviewed and agreed to adopt the Financial Regulations

Risk Assessment

It was

PROPOSED by Cllr Goff

SECONDED by Cllr O'Connor

RESOLVED That – Members of PDTC reviewed and agreed to adopt the Risk Assessments

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

There was no Supplementary Report of the Town Clerk

164. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no items for discussion

165. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES

PLANNING COMMITTEE REPORT - Cllr Bowen informed members that the Planning committee met on 17th March 2025, members Cllr Bowen, Cllr Lyons and Cllr Goff reviewed the following planning applications during the Meeting:

24/1047/PA – Installation of 10 Electrical Upstands Associated Infrastructure including Sub-Station, underground cabling and Associated Works

Land at Kingswood Trading Estate, London Road, Pembroke Dock,
SA72 4RS

The Planning Committee reviewed and supported the application with no further comments

24/1087/PA – Change of use of Second floor from Storage Associated with a Gym to Residential Accommodation

Synergy Health & Fitness Centre, Trinity Building, Meyrick Street, Pembroke Dock, SA72 6AT
– Amended Address

The Planning Committee reviewed and supported the application with no further comments

24/1058/PA – Variation of Conditions Attached to 24/08/26/NM Non-Material Amendment to Planning consent 12/0979/PA (Erection of 15 Dwellings) to allow for Changes to House Design of No.15 Ocean Way, Pennar

15 Ocean Way, Pennar, Pembroke Dock SA72 6RA

The Planning Committee reviewed and supported the application with no further comments

24/1124/PA – Double Storey Replacement Mini Market with 2 flats

Spar Shop, 25 Treowen Road, Pennar, Pembroke Dock, SA72 6NY

Cllr Goff declared a personal interest in the above application; therefore the committee could not comment on this application as they were not quorate.

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

Cllr Wiggins updated members on the Heritage Centre monthly meeting. She said that following the Big Band event on 21st June, they are trying to organise a choir of all the schools on the Sunday afternoon.

Cllr Williams updated members on PPG. She said that the existing Chair has resigned therefore, at the next meeting a new Chair will be voted in, Cllr Aston Jones is currently Vice Chair.

Cllr Williams updated members on the Anti Racism Panel, she said 8 out of 10 Town Councils have signed up. She said that a grant of £400 was given to Love They Neighbor in Haverfordwest to host a multicultural meal and made a profit of £700, they hope to do a few more of these events so they can go to Africa and hope to adopt an area.

Cllr Williams stated that there is an ongoing problem with Traveler sites and PCC are talking about increasing the size of the sites, but they are concerned that this could result with feuding families on the same sites.

167. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
27.02.2025	Asda – office sundries	£13.54
03.02.2025	British Gas – Old Pump House	£30.80

03.02.2025	Window cleaning – 03/03/2025	£10.00
03.02.2025	Clarity Copier	£29.22
05.03.2025	Kingfisher leisure – staff clothing	£183.72
05.03.2025	Temu - VE Day flag	£5.37
06.03.2025	Sage UK – payroll	£37.20
07.03.2025	Google cloud	£6.45
12.03.2025	Wicksteed – replacement bolts (Park)	£154.34
14.03.2025	IONOS – 1 & 1	£6.00
14.03.2025	Penfro Pest Control - Allotments	£50.00
17.03.2025	S Scourfield - Office Sundries	£10.31
18.03.2025	A Bamford – window cleaning 18.03.2024	£10.00
23.03.2025	Bank charges	£8.00
25.03.2025	British Gas – gas bill	£280.93
25.03.2025	One Voice Wales – Councillor Training	£40.00
25.03.2025	Zoom Meetings	£15.59

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

Date	Description	Amount
05.03.2025	St Patricks warm rooms	£29.61
07.03.2025	Pembroke Borough PDTC Grant	£400.00
07.03.2025	SNAP PDTC Grant	£300.00
11.03.2025	St Davids DCSR PDTC Grant	£970.00
12.03.2025	St Patricks warm rooms	£25.00
18.03.2025	T George – PDTC Cllr expenses	£208.00
18.03.2025	S O'Connor – PDTC Cllr expenses	£208.00
18.03.2025	P Jones – PDTC Cllr Expenses	£208.00
18.03.2025	P George -PDTC Cllr Expenses	£208.00
18.03.2025	G Goff – PDTC Cllr Expenses	£208.00
18.03.2025	D Sharpe – PDTC Cllr Expenses	£208.00
18.03.2025	C Lee – PDTC Cllr Expenses	£208.00
18.03.2025	M Williams – PDTC Cllr Expenses	£208.00
18.03.2025	J George – PDTC Cllr Expenses	£208.00
18.03.2025	J Lyons – PDTC Cllr Expenses	£208.00

18.03.2025	C Boswell – PDTC Cllr Expenses	£208.00
18.03.2025	S Lucas – PDTC Cllr Expenses	£208.00
18.03.2025	T Wilcox – PDTC Cllr Expenses	£156.00
18.03.2025	M Bowen – PDTC Cllr Expenses	£156.00
18.03.2025	M Wiggins – PDTC Cllr Expenses	£156.00
18.03.2025	B Hall – PDTC Cllr Expenses	£156.00
18.03.2025	S O'Connor Chair Allowance	£500.00
18.03.2025	M Bowen Chair Allowance	£500.00
18.03.2025	J George Chair Allowance	£500.00
20.03.2025	St Patricks warm rooms	£28.99
21.03.2025	Bethel Outreach warm rooms	£8.38
25.03.2025	St Patricks warm rooms	£25.67

ACCOUNT RECEIPTS

Date	Description	Amount
02.03.2025	Interest	£81.40
15.03.2025	Second Pembroke Scouts – wreath payment	£25.00
24.03.2025	HMRC VATR	£4,714.83

SALARIES AND WAGES

06.03.2025– 05.04.2025	Salaries	£ 4,765.15
06.03.2025 – 05.04.2025	Tax & NI	£ 1,152.44
06.03.2025 – 05.04.2025	Pensions	£ 1,600.04

ACCOUNT BALANCES

27.03.2025	HSBC Business Account	£ 102,293.84
27.03.2025	HSBC Premium Account	£ 60,369.43

It was

PROPOSED by Cllr O'Connor

SECONDED by Cllr Lucas

RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 28th February 2025 to 27th March 2025.

All members agreed.

168. AGENDA ITEMS FOR THE NEXT MEETING

The Town Clerk informed members that the next meeting will be the AGM but there will be Audit papers to agree.

169. COMMUNITY ISSUES

Cllr O'Connor commented about the permanent banners on The Pater Hall. He asked if the Town Clerk could write to the Chair of The Pater Hall Trust regarding the ongoing issue. Then The Pater Hall Trust can send the outside operative a letter asking them to remove them as they have agreed a contract with The Pater Hall Trust which states they cannot display any permanent banners.

Cllr Aston Jones commented about the Three Amigos Charity Motorcycle runs. He asked if anyone knew who was taking down their banners advertising the charity event. The Town Clerk stated that she isn't aware of who has taken them down, but she has been in contact with PCC regarding the banners and they have said that they are classed as flyposting and that the Three Amigos need to contact PCC prior to any event to ask for prior permission giving a start and end date that the posters will be displayed. She stated that she has had a discussion with the Three Amigos, and they have been informed of the process they need to follow.

Cllr Francis Boswell commented about the horses on the top road and Ferry Lane and it feels like nobody is doing anything and it's becoming a welfare issue.

The Town Clerk commented that if the horses are on the highway, it is the Police's responsibility to make it safe and they just put them back in the nearest field and then contact the Council to move to another site. She said there are discussions going on in the background to define responsibility going forward.

Cllr Francis Boswell commented about the 100th Anniversary in the Memorial Park. She said she had been asked if people can bring a table and have stalls. The Town Clerk stated that the stands that are coming are for information purposes, and are not for profit organisations. She said that the rides, and entertainment are going to be free to everyone.

Cllr Goff commented about parking at the top of Laws Street, Church Street and Upper Meyrick Street. He said it's dangerous and somebody is going to get hurt and asked if it is possible to ask PCC for double yellow lines to be put in these areas.

The Town Clerk stated she would contact PCC to put in a request for double yellow lines.

Cllr Pam George commented about the buildup of traffic in Tesco car park and asked if there is any way we can persuade Tesco to have a second entrance to improve the flow of traffic in and out of Tesco car park.

Members discussed the Tesco car park and that there are still plans in the pipeline for a second entrance/exit, which is needed but it is all dependent on funding.

Cllr Bowen commented that there are plans for the 2nd phase and that the funding was going to come from PCC Enhanced pot.

Cllr Aston Jones commented that there are about 7 or 8 Tesco trolleys along birdcage Walk.

Cllr Sharpe commented about the Parking enforcement in Queen Street, he said that different wardens seem to be working to different rules some will allow loading and unloading on single yellow line, one will allow at all and is issuing parking tickets to customers.

Cllr Lucas commented that several District and Community Nurses have been issued with tickets even with notices on the cars.

The Town Clerk commented that the Enforcement Officer had issued P Lynch a parking ticket when he was working alongside PCC. She said you would contact the Parking Enforcement Team and ask for written clarification of the parking rules on single yellow lines.

170. MAYOR'S REPORT

Cllr Williams informed members that March has been quiet with regards to Mayoral duties, therefore due to her not being at the next meeting she informed members of the upcoming dates in her diary:

Saturday 5th April – New community gaming venue to open in St Govans – am
Rolling sliver jack at Pembroke Dock Bowls Club – pm

Friday 11th April – Meeting with Mrs. Kite Ysgol Harri Tudur Headteacher

Monday 14th April – Sea Cadets parade and awards – 6.30pm

Wednesday 17th April – Surehaven Easter Fete – 2.00pm

Friday 25th April – Pembroke and Pembroke Dock Lions Dinner at Beggars Reach

Monday 28th April – PPG meeting

Cllr Maria Williams commented that she would like to congratulate Cllr Michele Wiggins and wished her luck for her term as Mayor.

Cllr Goff thanked Cllr Maria Williams for her successful year as Mayor

Cllr Wiggins thanked everyone and commented that Cllr Williams had done a fabulous job this year as Mayor, and it will be a hard act to follow.

There being no other business, the meeting was closed.