

At a Hybrid Meeting of Pembroke Dock Town Council on Thursday 5<sup>th</sup> June 2025

**PRESENT: Cllrs: M Bowen, C Francis-Boswell, P George, J George, T George, G Goff, J Lyons, S Lucas, S O'Connor, M Williams, M Wiggins, T Wilcox**

**IN ATTENDANCE:**

Sarah Scourfield – Town Clerk

Amanda Hart – Deputy Town Clerk

Caroline Mason- Committees and Communities Officer

Cllr Wiggins opened the meeting and welcomed everyone.

**10. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Aston Jones, Cllr B Hall, Cllr C Lee, D Sharp

**11. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

Cllr Wiggins welcomed Mr. Peter Robinsons from Morrisons Daily and Pembroke Dock Post Office to the meeting.

Peter Robinson spoke to members about his proposal to establish a New Banking Hub in Pembroke Dock following the announcement of the last bank – Lloyds closing its Pembroke Dock branch in June 2025. He informed them that LINK had undertaken an assessment to establish the need for banking services in the town. Details from this assessment can be found on <https://www.link.co.uk/our-assessments>

He said that a banking hub would enable customers to book an appointment with their bank on a given day for services other than taking out cash and paying in which customers can do at the Post Office. He is suggesting using the existing Lloyds bank building as it is already set up to provide the services.

Mr. Robinson spoke about the background work that had been undertaken so far and said that he is looking for members of PDTC to support the campaign to have a Banking Hub in Pembroke Dock.

Cllr J George commented about the building and asked if Lloyds bank own the property? P Robinson commented that Lloyds don't own the building and they would have to approach the owner to negotiate a rent which would be undertaken by a 3<sup>rd</sup> party called who would pay for the rent.

Cllr Goff commented about the costs of opening a banking hub and asked if there would be any costs to the residents?

P Robinson commented that there would be no costs for the residents. The rent would be paid by Access to Cash and as the Postmaster he would be paid to staff the banking hub.

The Town Clerk informed members that Samuel Kurtz is due to come to our next meeting and the Banking Hub is an item he would like to speak about. Therefore, she asked members if they have any questions, to email the Town Clerk and she will put them forward to S Kurtz before the next meeting.

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

Cllr Wiggins welcomed Mr. Guy Anderson to the meeting.

Guy Anderson introduced himself to members and informed them that he lives in the Gun Tower at the end of Fort Road. He spoke to the members about the anti-social behavior that is ongoing almost every single night, frequently into the early hours of the morning, 1 am and more. He said the boy-racers speed down the ¼ mile lap of Fort Road, blasting their horns. The cars are modified, with big bore exhaust driving around in convoy and the rubbish that is left nightly in the car park is stopping people using the beach.

Guy commented that he has reported the ongoing issue to the Police numerous times and nothing has been done, similarly to Pembrokeshire County Council even after they had monitored high volumes of traffic, they declared there was no ASB taking place.

Guy also spoke about the issues with Welsh Water. He said the tankers are using Fort road outside of the operating hours of 7am – 6pm they are often thundering down the road at 5.30am and as late as 1.30am with the sound of reverse warning and old pumps discharging the sewage with no consideration for the residents or patients at South Pems Hospital.

Another issue Guy brought to the attention of members was the works undertaken to strengthen the road has led to the beach flooding and the path is washed away, leaving the area in a sorry state. He stated that the reason for bringing these issues to the meeting was to ask for help from the Town Council.

Cllr Wilcox commented that this is not a new situation and the noise has been monitored by PCC. He said with regards to the litter could this be passed on to WISE to monitor.

Cllr Francis Boswell commented that she has walked around the area twice and lobbied the residents in Market ward to report to the police via 101

Cllr O'Connor proposed to members that the Banking Hub and the issues on Fort Road are agenda items for the next meeting so both can be discussed.

**All members agreed.**

Cllr Wiggins thanked Guy Anderson for coming to the meeting

**14. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 3<sup>rd</sup> APRIL 2025.**

<b>It was</b>	<b>PROPOSED by Cllr Goff</b>
	<b>SECONDED by Cllr P George</b>
	<b>RESOLVED - That the Minutes of Thursday 3<sup>rd</sup> APRIL 2025</b>
	<b>are adopted as a true record.</b>

**TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 1<sup>st</sup> MAY 2025.**

<b>It was</b>	<b>PROPOSED by Cllr Goff</b>
	<b>SECONDED by Cllr S Lucas</b>
	<b>RESOLVED - That the Minutes of Thursday 1<sup>st</sup> MAY 2025</b>
	<b>are adopted as a true record.</b>

**15. MATTERS ARISING FROM THE MINUTES OF THURSDAY 3<sup>rd</sup> APRIL 2025**

**There were no matters arising from the minutes**

**MATTERS ARISING FROM THE MINUTES OF THURSDAY 3<sup>rd</sup> APRIL 2025**

**Pg 11 – Item 8** – of the Town Clerks Report

Cllr George asked if there had been any update on the Lousia Saunders Trust.

The Town Clerk stated that she will contact the Trust to see when they will be having their next meeting.

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

### **5. Finance Committee Recommendations**

The Town Clerk informed members that the Finance Committee met recently to discuss the following grant applications:

#### **A – Dockers ABC/Fitness**

The Town Clerk stated that the group run junior classes twice a week and aim to keep the classes safe in a caring emotional supportive environment where all children are treated as individuals and keep them engaged and active through boxing/fitness. Classes include juniors and adults who have problems such as ADHD, Autism, obesity, social emotional issues and lack of communication skills. They currently have 23-30 members.

Funding amount requested - £800

For the purchase of sparing gloves and head guards for juniors.

10 x Junior headguards - £520

10 x Junior Sparring gloves - £300

**The Finance Committee recommend this application is accepted**

**All members agreed**

**B – Sandy Bear Children’s Bereavement Charity** provides specialist support to children, young people (aged 0-25), and their families across Wales who are facing or have experienced the death of someone important to them.

Funding amount requested £1000

**The Finance Committee recommended that this application was not accepted due to it being a national charity.**

**All members agreed**

#### **C – Kids Cancer Charity Appeal**

The Town Clerk informed members that they are a small charity based in Swansea, that helps children affected by cancer and their families all across the UK. They are helping 2 families in Pembroke Dock and 27 in Pembrokeshire by providing Respite Breaks, Play therapy and a full range of services.

Funding amount requested - £500/£750/£1200

**The Finance Committee recommended this application was not accepted due to it being a national charity.**

**All members agreed**

The Town Clerk stated that there were two other applications where more information was required and that these will be brought back to a future meeting of the Council.

#### **D – Budget review**

The Town Clerk informed members that the up-to-date budget was attached to members papers for review and that the Finance Committee had reviewed the information up to the 15<sup>th</sup> May 2025.

#### **6. Memorial Park 100-year Anniversary update**

The Town Clerk stated that as members are aware the 100-year anniversary of the Memorial Park has now passed with 3 successful days celebrating.

She informed them that there was a total of £11,729.31 spent on the weekend of events, this included the entertainment, toilets, tree, time capsules and licenses for the events.

The Town Clerk informed members that the event on the Saturday was very well attended with many nice comments, the only bad feedback received was that the Council had not put any bunting up throughout the Town in relation to the VE day celebrations which fell during the same week.

She said having the stage was a success and members should consider if we continue this type of event in future years with the stage and entertainment. She said that one issue that was faced on the day was the lack of support from the police, we had issues with some youths which ended with one of the inflatables being closed, there was a call logged through 101 and the PCSOs from Tenby attended briefly, therefore she has officially passed a complaint to the local sergeant for Pembroke Dock. The Town Clerk suggested that it may be worth inviting the Sergeant to the next Full Council meeting.

Cllr O'Connor commented that it was a good day and proposed that the Action Plan Committee which is the Chairs and the Mayor, have a meeting to look at how PDTC can do this type of event long term, as Councillors we need to plan ahead.

Cllr P George commented that she would like to thank the staff for doing the background work and said that we have found something that has really taken off. She

said she would also like to thank all the residents that knitted and crocheted the bunting around the park.

## **7. Friends of the Memorial Park**

The Town Clerk informed members that at a meeting on 30<sup>th</sup> May 2025 the decision was made for the Friends of the Memorial Park Group to disband the charity. The decision was made due to members stepping down and lack of members to undertake the important roles such as Secretary, Chair and Treasurer. She said it was agreed the funds in the accounts would be transferred to the Town Council with the funds being allocated to play equipment in the Memorial Park. This had been briefly discussed at Finance Committee and it was agreed that a committee should be set up within the Council for the Memorial Park.

The Town Clerk stated that it is roughly £20,000, which has got to be spent on the Memorial Park. She suggested that when setting up a committee it is open to members of the public to get their perception of how the money can be spent.

Cllr Williams commented that it is important to get some input from the youth on how the money could be spent on the park.

Cllr Wiggins commented that she had met Taylor who works with the Youth to tackle antisocial behavior and she has previously spoken to Futureworks and it would be nice to include them.

## **8. Commercial Space to Let at Pembroke Dock Library**

The Town Clerk informed members that Pembrokeshire County Council are currently advertising to let space in Pembroke Dock Library. She said that the reason she had highlighted this to the members is due to the description used in the advert for the former Gallery & Kitchen.

*“The former Gallery space is situated just off the public entrance to the library and is suited to a variety of uses including retail, café or office.”*

The Town Clerk stated that as members are aware there is a café located opposite the library and with the offer of another café within the library building it could jeopardise a local business within our town. She asked if members wanted to highlight this to Pembrokeshire County Council.

Cllr Bowen commented that she would not like the opportunity for another business to be discouraged from coming to the town, as it would employ people and competition can be a good thing.

Cllr O'Connor commented that they are not saying it will be a café, it is just one of the suggestions. Any business will create jobs and competition usually drives investment.

Members discussed the commercial space and if they would like to highlight to any concerns with PCC no final resolution was made.

### **9. SPF Communities Funding**

The Town Clerk stated that as part of the current SPF Communities funding programme, £3000 has been allocated to our town council to support an event or programme we have identified/planned under one of the following headings:

- A local event or activity
- Green or blue space created or improved
- A community-led arts, cultural, heritage and creative programme

She said that it is not intended that this is for something new but that this funding could be used to add value and ease financial burden to events that have already been planned within our annual plan to increase footfall and community engagement in our town.

This could support a community carnival, a celebration of our town history or culture, some community consultation/ engagement or a community-led cleanup of a specific area. It can be used to fund a range of things including resources, venue hire, marketing or facilitators.

All expenditure must be complete by 31<sup>st</sup> October 2025

Members discussed the funding, and it was suggested the money could be used for next year's fun in the park.

The Town Clerk stated that the event needs to have taken place before 31<sup>st</sup> October 2025 and suggested that the funding could be used towards the Town Awards event planned for later in the year to help cover the costs of hall hire, buffet etc.

**All members agreed**

### **10. Armed Forces Day – Saturday 28<sup>th</sup> June 2025**

The Town Clerk informed members that Armed Forces Day will take place on Saturday 28<sup>th</sup> June 2025 with a service being held at the Heritage Centre at 11.00am. There will be dignitaries invited along with members of the community to join us for the service and refreshments along with stall holders. If anyone would like a stall on the day, please contact the office. The event will run 11.00am-2pm.

The Town Clerk informed members that the High Sheriff of Dyfed will be attending.

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

**11. Active Travel and Connectivity Improvements**

The Town Clerk informed members that Pembrokeshire County Council are currently considering Active Travel and Connectivity Improvements within Pembroke Dock Town with the consideration of:

- High Street – options include a shared use path on the Northside of the Highway with secondary option of a
- Bush Street – creating a shared use path to allow cyclists to be off the carriageway
- Trinity Road – widening of the footpath way to create shared use path and /or quiet street approach
- Prospect Place/Memorial Park – Introduction of shared use path running into the town centre and to the west side of the park along with further improvements to link into the High Street.

She said there will be a Public Engagement session has been arranged on 24<sup>th</sup> June 2025 at Pater Hall from 9am – 5pm along with an on-line public survey [www.pembrokeshire.gov.uk/have-your-say/consultations](http://www.pembrokeshire.gov.uk/have-your-say/consultations) online survey running for 5 weeks ending on 28<sup>th</sup> July.

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

There were no items for discussion

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

**PLANNING COMMITTEE REPORT** - Cllr Bowen informed members that the Planning committee met on 12<sup>th</sup> May 2025 and 5<sup>th</sup> June 2025, members reviewed the following planning applications during the meeting:

**Proposed Drop Kerbs and Tarmac Verge for Access & Creations of new off road Parking Area** – 126 Bush Street, Pembroke Dock, SA72 6LN

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

**Rear Single Storey Extension** – 49 Gwyther Street, Pembroke Dock, SA72 6HH

The Planning Committee support the application and also commented that the site would improve dramatically after the completion of works.



**Residential Development (Access for Consideration)** – Land off Nelson Street, Nelson Street, Pennar, SA72 6RU

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

**Installation of 10 Electrical up stands, Associated infrastructure including sub-station, underground cabling and associated Works** – Land at Kingswood Trading Estate, London Road, SA72 4RS

**Erection of 3 Bedroom Dwelling** – Land to Rear of 20 Nelson Street, South of 20 Nelson Street, Pembroke Dock.

The Planning Committee reviewed and supported the application with no further comments  
Cllr Bowen commented that if members would like to look at any of the applications online, she can let them know the planning application numbers.

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

Cllr Williams updated members on PPG. She said that the last meeting was cancelled by the surgery as the surgery's members could not attend. Cllr Williams commented that Cllr Aston Jones is currently acting Chair and is likely to be voted as Chair at the next meeting which they are waiting for a date. She said it has been suggested for the committee to meet elsewhere to discuss items and then bring them to the next PPG meeting.

Cllr Francis Boswell commented that the committee can meet elsewhere and Cllr Aston Jones is working on the constitution himself.

Cllr Wilcox commented that there are generic constitutions available that you can adopt and fill in the gaps rather than completely writing their own.

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

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
25.04.2025	Zoom meeting	£15.59
28.04.2025	British Gas – Electricity bill	£77.02
28.04.2025	British Gas – Gas bill	£210.68
28.04.2025	Post Office – postage	£16.00

29.04.2025	British Gas – Old Pump House	£30.46
29.04.2025	Paul Holmes Catering -100 <sup>th</sup> Anniversary	£5,000.00
30.04.2025	Anthony Bamford – window cleaning 30.04.2025	£10.00
30.04.2025	Brandon Tool Hire – 100 <sup>th</sup> Anniversary	£400.00
01.05.2025	IONOS Cloud Ltd	£19.32
01.05.2025	Cashpoint Lloyds bank – The Doovayzs 100 <sup>th</sup> Anniversary	£300.00
01.05.2025	Clarity Copiers	£98.29
03.05.2025	Cashpoint Lloyds bank – The Sea Shanty Singers – 100 <sup>th</sup> Anniversary	£100.00
06.05.2025	EPS Events Ltd – Stage - 100 <sup>th</sup> Anniversary	£4,500.00
06.05.2025	Asda – VE Day refreshments	£11.35
07.05.2025	Sage UK	£37.20
07.05.2025	Grandiflora – Tree for 100 <sup>th</sup> Anniversary	£385.00
07.05.2025	Comminc8 Hire	£141.60
08.05.2025	Google Cloud	£6.18
09.05.2025	Pembroke Dock Bowels refreshments	£150.00
13.05.2025	PA Lynch	£1,750.00
13.05.2025	S Scourfield - sundries	£7.19
14.05.2025	IONOS Cloud Ltd	£79.16
15.05.2025	Anthony Bamford – window cleaning	£10.00
15.05.2025	Go Custom Clothing - uniform	£126.91
16.05.2025	One Voice Wales – Councillor Training	£42.00
21.05.2025	SSE Energy Supply – Albion Square	£116.34
22.05.2025	Eurooffice - Stationary	£62.11
23.05.2025	Total Charges	£10.30
27.05.2025	British Gas - Electricity	£69.46
27.05.2025	British Gas – Gas bill	£116.29
27.05.2025	Zoom	£15.59
28.05.2025	Anthony Bamford – 28.05.2025	£10.00
29.05.2025	British Gas – Old Pump House	£27.60

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

Date	Description	Amount
06.05.2025	St Patricks Warm rooms	£40.34
13.05.2025	St Patricks Warm rooms	£10.48

16.05.2025	T Wilcox Deputy Mayor Allowance	£500.00
19.05.2025	M Wiggins Mayor Allowance	£1,500.00
20.05.2025	St Patricks Warm rooms	£20.55

### **ACCOUNT RECEIPTS**

Date	Description	Amount
02.05.2025	Interest	£86.86

### **SALARIES AND WAGES**

06.05.2025– 05.06.2025	Salaries	£ 5,410.32
06.05.2025 – 05.06.2025	Tax & NI	£ 1,749.31
06.05.2025 – 05.06.2025	Pensions	£ 1,865.65

### **ACCOUNT BALANCES**

29.05.2025	HSBC Business Account	£ 113,079.60
29.05.2025	HSBC Premium Account	£ 60,546.53

It was **PROPOSED** by Cllr J George  
**SECONDED** by Cllr S O'Connor  
**RESOLVED:** That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 25<sup>th</sup> April 2025 to 29<sup>th</sup> May 2025.

All members agreed.

## **22. AGENDA ITEMS FOR THE NEXT MEETING**

- Fort Road
- Banking Hub

## **23. COMMUNITY ISSUES**

Cllr Wilcox commented about Circus Mondao putting posters up everywhere in town with glue asked if they can be reported to flyposting.

Cllr J George commented about the top road and asked when PCC are going to cut the grass hedge.

The Town Clerk informed members that due to biodiversity PCC will not cut the hedge until July. She said that they have been in discussions about areas of Pembroke Dock that need cutting back whether it is Highways or the Environmental departments responsibility as there are areas that are being left. The Town Clerk stated that Phil is doing as much as he can, he has sprayed all of Pennar and Bufferland, as these areas are not on PCC's list but PCC are yet to weed spray anywhere in Pembroke Dock this year.

## **24. MAYOR'S REPORT**

Cllr Wiggins informed members that she had attended 17 events and that her first official engagement was celebrating 100 years of the Memorial Park, where she got to cut the ribbon, unveil a memorial stone from the bicentennial committee, plant a tree followed by refreshments at the Bowling club.

Saturday 3<sup>rd</sup> May was the Party in the Park, which was a wonderful event, Cllr Wiggins thanked the office staff for organising and to the Cllrs that helped on the day.

Sunday 4<sup>th</sup> May was the Songs of praise

Monday 5<sup>th</sup> May – Pembroke Dock Bowling Club where they played against Tenby which was the first game played 100 years ago. On the same day she attended the Prince of Wales and the Red Roses VE day parties for the community.

Thursday 8<sup>th</sup> May – VE day – raising the flag in the morning followed by refreshments. She said she attended the Heritage Centre in the afternoon for an event for veterans and their families which was an honor to meet some of the heroes. In the evening it was the lighting of the beacon with Vision Arts choir in the Memorial Park.

Saturday 10<sup>th</sup> May – Pembroke Town Council Civic Luncheon

Sunday 11<sup>th</sup> May – Pembroke Town Council – Mayor's parade followed by a Civic Service at St Mary's Church

Wednesday 14<sup>th</sup> May – Attended Castlemartin Reflections on VE Day 80 and fundraising for Warren Church along with Cllr Wilcox.

Sunday 18<sup>th</sup> May – Pembroke Dock Town Council Civic Service. Cllr Wiggins thanked everyone who attended and to the office staff for their help.

Thursday 22<sup>nd</sup> May – Haverfordwest Town Council – Mayoral Ceremony and Luncheon along with Cllr Williams and Cllr Bowen

Monday 26<sup>th</sup> May – Falcon Fun Day at Pembroke Dock Heritage Centre and welcomed Darth Vader to our Town.

Wednesday 28<sup>th</sup> May – Attended the Tall Ships in Neyland with Cllr T George and Cllr Aston Jones.

Friday 30<sup>th</sup> May – Milford Haven Founding Day Gala at Boulevard Theatre

Cllr Wiggins commented that in June she had attended the VC Gallery Awards along with Cllr Bowen. She said it was an honor to give out some of the awards especially National Volunteers week.

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