

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

PRESENT: Cllrs: M Bowen, C Francis-Boswell, J George, T George, B Hall, J Lyons, S O'Connor, D Sharp, 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.

25. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Aston Jones, Cllr Lee, Cllr Goff, Cllr P George, Cllr Lucas

26. DECLARATIONS OF INTEREST

There were no declarations of interest.

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

Cllr Wiggins introduced Sam Kurtz AM and welcomed him to the meeting. Sam, thanked members for the opportunity to come to the meeting and speak to them about the proposals for a Banking Hub in Pembroke Dock. He informed members that he has been working with Mr. Peter Robinson – the Local Postmaster in lobbying for a Banking Hub. Sam commented that LINK surveyed the area and Pembroke Dock failed to meet the Criteria, so he has been working with PCC regarding the population growth of the area and the Senedd researching the area, as the hub would service the surrounding areas of Pembroke, Lamphey and South Pembrokeshire with many areas classed as deprived. Sam said he is gathering evidence, building a case and looking for support to go back to LINK. He said he has an online petition which is gathering momentum and asked if the local community can be encouraged to support.

Cllr O'Connor asked if he is working with Eluned Morgan and Henry Tuffnell. Sam commented that yes, this is a cross-party proposal and the Liberal Democrats and Plaid Cymru are all behind and in support of having a Banking Hub in the area.

Cllr Hall commented that perhaps it would be possible to have a paper copy of the petition on the counter in the Pembroke Dock Town Council office for residents to sign.

Cllr Bowen asked if Age Concern has been contacted for their support.

Sam commented that he has not to date but has taken that suggestion on board. He said he was looking for a letter of support from the Town Council and to encourage any other community groups that would be in support.

Members commented that the WI and Royal British Legion – poppy appeal could also provide a letter of support.

**It was PROPOSED by Cllr O'Connor
 SECONDED by Cllr Williams
 RESOLVED That - members of PDTC agreed for a letter of
 support to be sent to LINK**

All members agreed

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

There were no questions and answers from members of the public

29. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 5th JUNE 2025.

**It was PROPOSED by Cllr T George
 SECONDED by Cllr M Bowen
 RESOLVED - That the Minutes of Thursday 5th JUNE 2025
 are adopted as a true record.**

30. MATTERS ARISING FROM THE MINUTES OF THURSDAY 5TH JUNE 2025

Page 17 – Item 6 of The Town Clerk Report – Memorial Park

The Town Clerk informed members that a meeting had taken place, and Councillors had suggested a date for the event in the Park – Sunday 24th May 2026. She said the next meeting was planned for Monday 28th July 2025, but Cllr Wiggins had asked if it could be moved to Monday 11th August at 6pm.

Members in attendance decided to keep the event as it was this year but agreed not to have any free burgers as this would reduce the costs. They discussed budget and it

would be roughly the same as this year. It would be a free day for the community – free rides, music and entertainment. There was a suggestion for adding Pembroke Dock's Got Talent. Stalls would be free for charity organisations but if it's a business there should be a charge.

Page 19 – Item 10 of The Town Clerk Report – Armed Forces Day

The Town Clerk updated members on Armed Forces Day which took place on Saturday 28th June. She said it went well with quite a few dignitaries attending along with the Police, Army and Sea Cadets. There were not many stalls, and Cllr Wiggins thanked the Town Council staff for organising.

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

11. Fort Road – ASB Issues

The Town Clerk stated that at the last meeting of the Town Council Guy Anderson attended the meeting to request Councils support with the Antisocial behavior issues he is facing down at Fort Road. She said he had stated that he had contacted the Police on numerous occasions with no positive outcome and to be constantly told there is no issue in the area.

The Town Clerk stated that since the last meeting she had been in contact with Pembrokeshire County Council who installed the noise monitoring systems to see what the outcomes from the recording were, they confirmed that there are noise issues which should be addressed by the police, and they have sent a detailed report to follow this up. There will now be a camera installed on Mr. Andersons property for further evidence to be supplied.

She said that she had offered for the neighbourhood policing team Sergeant to attend one of our council meetings to assist with answers to any questions councillors may have but she is unable to attend the next 3 months but was willing to provide a written response to any questions.

The Town Clerk informed members that she is receiving photos daily which she forwards onto WISE for them to monitor.

Members suggested formally writing to the Police & Crime Commissioner Dafydd Llywelyn highlighting the issues we are having and complaining about the service we are receiving from the Police.

The Town Clerk informed members that there is a new Superintendent due to start – Louise Harries, she suggested writing to her.

Cllr Francis-Boswell commented about Fort Road, she said it's great that they are putting a camera up at Fort Road and suggested putting a second camera on South Pembs Hospital. She said that she had spoken to the local PCSO to arrange a walk around Market Street flats. She said it is an opportunity to reiterate about the importance of reporting through 101.

The Town Clerk commented that the residents in Llanreath and St Patricks Hill need to be lobbied as they can hear the noise, the more people to report the disturbances to 101 the better. She said it's not just anti-social behavior, it spreads further than that with drug issues.

12. Internal Audit Report

The Town Clerk informed members that the Internal Audit has been completed for financial year 2024-2025, she included within papers a copy of the full report. The report identifies effective accounting and payroll systems. The internal auditor identified the following

- the Council spent £202,772, £44,530 less than planned affecting a variety of service areas, plus income accrued from bank interest. Overall, this resulted in increasing reserves (£31,753) which the Council deployed by reducing its overall Earmarked reserves by £9,346 to £81,204 and increasing General reserve by £41,099.
- General reserve now stands at £82,649, equivalent to 35% of its precept.
- A general approach to reserves, after setting aside funds for specific purposes, is to retain a balance equivalent to 50% of the Precept level. It is recommended therefore; the Council continues to address its reserves policy.

With the increase in precept the increase of reserve is also needed, therefore current general reserves sit at 35% as you can see the reserve balance was increased in the last financial year, this will continue to be monitored going forward.

The Town Clerk informed members that all information had been sent to External Audit.

13. Allotments – Purchase of Water Butts

The Town Clerk stated that as with most allotments there is no water supply on site so alternative methods are required for collecting water, it has therefore been advised that Council should consider purchasing water butts for allotment holders to help them make a success of the allotments.

She said that she had costed up some water butts and it will cost £500 to purchase 6 x water butts to be placed on each site. There is £1,000 in the budget for allotments and asked for members agreement to purchase the water butts.

Members discussed the allotments and that the water butts are an essential part to get them started and it was suggested that the allotment holders set up a committee to help them work together.

The Town Clerk informed members that each plot holder has a contract, and regular inspections of the allotments will be undertaken by herself and Phil Lynch.

It was	PROPOSED by Cllr T George SECONDED by Cllr Francis-Boswell RESOLVED That – Members of PDTC agreed to purchase water butts for each allotment which will include the initial water fill and then it will be up to the allotment holders.
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All members agreed

14. Skate Park – Purchase of Maintenance Items

The Town Clerk informed members that the skate park which is based in the Memorial Park was installed back in 2014, she said that since it has been installed there has been minimal maintenance on the equipment. An inspection has taken place on the equipment and areas identified which require maintenance. There is only one supplier which covers the whole of the UK - Rhino Ramps who are based in Belgium.

The quote from Rhino Ramps was the following

£1,619.14 plus delivery charge of £760.00 = **£2,379.14**

The Town Clerk stated that we also required new parts for the play equipment in the larger play area; these are supplied by Wicksteed and will cost £78.52 and can be fitted by Phil Lynch

The funds will come from code 1508 maintenance for Memorial Park which has a budget of £5000.

All members agreed to purchase the required items

15. Town Awards

The Town Clerk informed members that the Town Awards had been advertised, and we invite nominations for individuals and organisations who go above and beyond for Pembroke Dock. There is a nomination form which needs to be completed by Friday 8th August 2025.

Cllr Francis-Boswell commented about the Town Awards and said that it needs to be advertised well, and posters need to be put up everywhere. She asked if hard copies of the form can be available in places like the Pater Hall and completed forms can be handed in at different locations and collected.

The Town Clerk stated that each member has been provided with a poster to put up in their ward and that more posters can be provided if needed. She said that completed forms can only be submitted to the Town Council Office due to forms having nominees contact details on.

Cllr O'Connor commented on the awards and asked for confirmation if the nominee is not from Pembroke Dock but if they do something for Pembroke Dock can they be nominated.

The Town Clerk stated that nominees do not need to live in Pembroke Dock, it's about what they do for Pembroke Dock. She said that there are no categories, and all nominations will be reviewed on Thursday 4th September with the awards ceremony at the end of September.

The Town Clerk informed members that funding from the SPF Communities Funding Programme has been secured to help with this event.

16. Pure West Radio Roadshow

The Town Clerk informed members that Pure West Radio had sent the following information to ask if the Town Council wanted to be part of the Summer Roadshow

Be Part of the Buzz – 2025 Summer Roadshow

Get involved in the Pure West Radio **Summer Roadshow** coming to a town near you! Join in the sizzle and we'll put you in front of over **50,000 radio listeners**, more than **50,000 engaged followers** on social media and the entire local community at each weekly roadshow.

There'll be giveaways, live guests, lots of music and heaps of fun all provided by the Pure West team. Join in the buzz from just £150.00*

Dates

Tuesday 1st - Friday 4th July

Pembroke/Pembroke Dock (Week 1)

Pure West Radio – Summer Roadshow Sponsorship Packages

"From Towns, Coast to Countryside – Your Pembrokeshire, Your Station on Tour!"

Showcase your business across the airwaves, online, and in the heart of the community!

Members were provided with the packages and prices which they felt were expensive and agreed that there was no advantage to the Town Council being part of the Road Show.

The Town Clerk informed members that Pure West Roadshow was attending the opening of the new day Centre next door to the office.

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

The Town Clerk informed members about the Active Travel Consultation. She said there is no funding available at present and that is currently a paper exercise, but she would encourage all members to complete the consultation.

Cllr Wiggins commented that the residents in High Street are not happy therefore she said she will be arranging a public meeting and asking an engineer to attend to answer questions.

The Town Clerk stated that she had printed copies of the proposals for members to use and encourage their residents to complete the consultation which is available online for 5 weeks.

Cllr O'Connor commented that this is something we should be supporting if it is to provide safer walking and encouraging cycling so we can make it safer for walking to school.

Cllr Sharp commented that this is a waste of money as people won't use them as there are more junctions on cycle paths than roads, so cyclists just use the road.

Cllr Bowen commented about Trinity Road, she had looked at the proposals and walked them, the path going down the side of the Youth Club would be made wider.

She said that she met an Engineer from PCC and walked London Road, and she would like a pedestrian crossing which would help slow down the traffic. There is currently traffic measuring line in place.

33. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no items for discussion

34. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES

PLANNING COMMITTEE REPORT - Cllr Bowen informed members that the Planning committee met on 30th June 2025, members reviewed the following planning applications during the meeting:

25/0237/PA Two Storey Extension to the Rear and Side of Dwelling

76 Charles Thomas Avenue, Pembroke Dock, Pembrokeshire. SA72 6UR

This application is a resubmission, the Planning Committee supported it last time and had no reason not to support with no further comments.

25/0191/PA Extension & New Roof to Existing Garage

Davric, Milton Terrace, Pembroke Dock, Pembrokeshire, SA72 6BJ

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

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

Cllr Williams updated members on PPG. She said that on 30th June 2025 group members received an email from the management team at Argyle Surgery stating that they had made the decision to formally close the PPG following a review of how they operate and the resources available to support such groups.

Cllr Williams commented that she had found information online stating that GP practices are expected to have a Patient Participation Group, although not legally mandated it is

strongly encouraged. She said that group members need to look at the original contract and have a meeting to draft a letter to send to Argyle Surgery.

Cllr Bowen commented that the email needs to be sent to Eluned Morgan and Henry Tufnell to let them know.

36. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

Date	Description	Amount
30.05.2025	S Scourfield sundries	£13.90
02.06.2025	M Carter Gardening Supplies – leaf blower	£289.00
02.06.2025	Post Office - postage	£18.00
03.06.2025	Clarity Copiers	£103.03
05.06.2025	Sage – payroll	£37.20
05.06.2025	P A Lynch – outdoor person	£1,750.00
06.06.2025	Google Cloud	£5.98
06.06.2025	Postage - stamps	£13.92
11.06.2025	Anthony Bamford – window cleaning 11/06/2025	£10.00
12.06.2025	IONOS Cloud	£7.20
13.06.2025	PCC – Trade Waste	£114.20
20.06.2025	PSA Parts Ltd – Laptop battery	£63.76
23.06.2025	Total charges	£8.85
25.06.2025	British Gas – Gas bill	£74.44
25.06.2025	Zoom	£15.59
26.06.2025	British Gas – Electricity bill	£65.74

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

Date	Description	Amount
04.06.2025	St Patricks Warm rooms	£25.00
06.06.2025	Dockers – PDTC Grant	£800.00
10.06.2025	Bernie Scourfield – Internal Auditor	£250.00
13.06.2025	St Patricks Warm rooms	£22.60
13.06.2025	Richard Mason Hill farm Nursery – Floral Displays	£2,946.00
17.06.2025	Pembrokeshire County Council – SLA play area	£480.00
17.06.2025	Pembrokeshire County Council – SLA play area	£480.00

20.06.2025	St Patricks Warm rooms	£22.82
24.06.2025	St Patricks Warm rooms	£24.05

ACCOUNT RECEIPTS

Date	Description	Amount
02.06.2025	Interest	£84.33

SALARIES AND WAGES

06.06.2025– 05.07.2025	Salaries	£ 4,609.89
06.06.2025 – 05.07.2025	Tax & NI	£ 1,251.47
06.06.2025 – 05.07.2025	Pensions	£ 1,537.51

ACCOUNT BALANCES

26.06.2025	HSBC Business Account	£ 96,030.45
26.06.2025	HSBC Premium Account	£ 60,630.86

It was **PROPOSED** by Cllr O'Connor
SECONDED by Cllr Hall
RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 30th May 2025 to 26th June 2025.

All members agreed.

37. AGENDA ITEMS FOR THE NEXT MEETING

Cllr Bowen asked for an update on the front office disability access
It was suggested to install handrails in the interim

All members agreed

Christmas events – link with Park events team

38. COMMUNITY ISSUES

Cllr Wiggins commented about the trees in the Memorial Park and asked if inspections could be undertaken on them.

The Town Clerk informed members that regular checks are undertaken by PCC.

Cllr Wiggins commented about the pontoon at Hobbs Point, she said there are loose

areas and asked if this could be reported.

Cllr T George commented about the plaques in the Memorial Park, she said they are looking a little unkept and asked if they could have a bit of attention and maintenance.

Cllr Williams commented that she has received compliments regarding the flowers in town.

Cllr Sharp commented about the amount of dog mess left in the Memorial Park, he said that people are letting their dogs loose.

The Town Clerk informed members it has been an issue for some time and is down to irresponsible dog owners. She said signage has been installed and has been ripped down. It was suggested to contact WISE for them to monitor the area.

39. MAYOR'S REPORT

Cllr Wiggins informed members that she attended 15 events in June:

Clements Church – fundraising for MS hope

7th June – Opening of Gym on London Road, then in the evening a bingo was held for her two charities

11th June – Legs Matter at South Pembs Hospital

Pembroke Dock Youth Club – with Cllr O'Connor where they can have up to 37 children and it runs twice a week.

All star charity event fundraising for Homeless Pembrokeshire

14th June – Army Cadet Force Mess Dinner

18th June – Pembroke Port open day and annual stakeholder meeting in the evening

19th June – Summer Reception of Milford Haven Port Authority held in Pembroke Dock
Pembroke Dock Community Hall afternoon tea

21st June – West Wales Maritime Museum fun day followed by the 1940's night at
Pembroke Port Pavilion

22nd June – Haverfordwest Town Council Civic Service

28th June – Armed Forces Day attended with Cllrs Wilcox, Francis-Boswell, P George, J George, T George, Lyons.

Cllr Wiggins thanked the Town Council for a wonderful event in Pembroke Dock

Finally she said she undertook a productive litter pick on Imble Lane and the Top Road with Tracy and Roots to Recovery.

There being no other business, the meeting was closed.