

At a Meeting of Pembroke Dock Town Council on  
Thursday 31<sup>st</sup> July 2025

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

**40. APOLOGIES FOR ABSENCE**

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

**41. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

There were no guest speakers

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

There were no questions and answers from members of the public

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

It was

**PROPOSED by Cllr J George**

**SECONDED by Cllr Francis Boswell**

**RESOLVED - That the Minutes of Thursday 3<sup>rd</sup> JULY 2025  
are adopted as a true record.**

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

**Page 26 – Item 11 of The Town Clerk Report – Fort Road ABS Issues**

Cllr Francis Boswell asked if the camera has been installed at Fort Road.

The Town Clerk informed members that a camera has been installed, and the anti-social behavior has calmed town. She said that when officers go down to patrol the area they do speak to drivers and have warned them that they can be issued with a section 59 and how it can affect their car insurance, if registration numbers can be taken and handed in, it can be useful.

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

##### **18. Parking restrictions and enforcement**

The Town Clerk stated that further to a recent meeting with Highways, Pembrokeshire County Council, parking restrictions and traffic enforcement was discussed. It was suggested for a list of areas to be put forward for changes to be made to parking restrictions, double yellow lines existing or new. The list can then be considered for each suggested area.

Current proposed areas to be put forward are

- The section of road which runs from Upper Laws Street across to Church Street – installation of Double Yellow Lines.
- Enforcement of drop kerb outside Coronation School on Meyrick Street as there are no signs to show the drop kerb and people are parking over it.

Cllr O'Connor commented about putting forward extending the section of double yellow lines all the way up to Prospect Place.

Members discussed that there are issues with parking throughout Pembroke Dock with many families having more than 1 car per household, so we need to keep this in mind when putting forward suggestions as there is often nowhere else for people to park.

Cllr Wilcox commented about the lines on Bush Street, outside the newsagents, ask if they can be removed as this would give extra parking spaces.

Cllr Wiggins suggested that all members look at their Wards and email the Town Clerk within the next fortnight.

The Town Clerk stated that if there are hotspot areas, we can pass them on to Highways at Pembrokeshire County Council to review.

**19. LIDL – Pre-Application Consultation (PAC) for proposed development at Land on London Road, Pembroke Dock.**

The Town Clerk informed members that she had received the above pre-application consultation. In accordance with the Town and Country Planning (Development Management Procedure) (Wales) Order 2012 (as amended), we write to give you notice that Lidl GB Ltd intend to apply to Pembrokeshire County Council for the following proposed development:

“Erection of a Class A1 retail foodstore with surface level car parking, landscaping, and all associated development”.

She said we have been identified as a Community Consultee. Therefore, attached to the papers are the relevant notices and letters, which provide further details and invite a pre-application consultation response on the proposed development.

The Town Clerk informed members that the deadline to provide our response is 14<sup>th</sup> August 2025. She said within members’ papers is the link to the full application.

Cllr O’Connor commented that he has gone through the legislation, and they are planning to only have 2 electric charging points and as a Town Council we should be asking for more.

The Town Clerk stated that the number of charging points in the planning application will depend on the number of spaces in the car park.

Cllr Bowen commented that she had met with officers on London Road and has asked them to look at the possibility of having a crossing somewhere outside the Paul Satori shop as it is difficult to cross the road.

Cllr Lucas comments that the traffic coming into Pembroke Dock on London Road is very bad, not ideal for having a supermarket.

Members suggested that as a Town Council they would like to comment on the following areas:

- Number of proposed Electric points
- Current traffic situation and the extra traffic it would create on an already very busy road.

**All members agreed**

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

**20. Access to Cash - LINK**

The Town Clerk informed members that since the last meeting she had contacted LINK with regards to the access to cash within our towns and the need for a banking hub within Pembroke Dock. She said that she had received the following response.

*Thank you for your letter on behalf of Pembroke Dock Town Council. I understand that access to cash and banking services are important issues for your residents and local businesses.*

*Below I will address each of the matters that you raised:*

- 1. **Face-to-face banking services** – LINK's remit, as defined in legislation and regulations set by the Financial Conduct Authority, is to protect access to cash, not wider banking services or face-to-face advice. The assessment process and criteria that we apply therefore reflects this. The assisted cash services provided by banking hubs are one way that the banking industry are currently meeting their obligation to protect access to cash. It is also important to note that some of the services referenced in your letter are not provided by banking hubs, such as mortgage advice and the ability to meet business managers.*
- 2. **Regional importance of Pembroke Dock** – LINK applies a three-tiered approach to our assessments which considers the impact on the whole local area that relies on the retail centre for cash access, as well as the wider catchment area which includes the surrounding towns and villages.*
- 3. **Population undercounting** – only the adults in the population are counted for the purpose of assessment. We publish a population size that live close to the high street and then the local area population, which is the adult population that relies on that specific retail centre for cash access. This data is sourced from the expert retail data company CACI who also use data from ONS*
- 4. **Cost and Accessibility of Travel** – as part of our assessment process we consider the distance, time and cost of travelling to the nearest bank branch by bus. We also consider the vulnerabilities of the population such as deprivation. However, these are just two parts of the wide-ranging criteria that we apply.*

*Finally, I note your request that LINK visit Pembroke Dock. Please be assured that we already visited the town as part of our assessment which was published in January. You can read our report from the assessment here: [Pembroke Dock Lloyds.docx](#)*

The Town Clerk commented that the response from LINK are standard answers and they are not bothered. She asked members if they would like her to ask for more specific details.

**All members agreed**

## **21. Purchase of New Swing and parts vandalised in Memorial Park**

The Town Clerk informed members that she had received a quote from Wicksteed with regards to replacing items of equipment which have been vandalised within the Memorial Park. The quote covers the reinstalment of the spinner and a new swing.

The Quote is £229.50 + VAT = £275.40 most of the quote is for the swing which is £137.50

**All members agreed**

The Town Clerk stated that she will look at the insurance policy to look at claiming as the vandalism has been reported to the police, and we have a crime number.

## **22. Local Development Plan (LDP2) Pembrokeshire County Council**

The Town Clerk informed members that Pembrokeshire County Council has submitted proposals for the above Local Development Plan (LDP2) to the Welsh Government for examination. If, and when, the Plan is adopted, it will replace the Local Development Plan (2013-2021) and form the basis for decisions on land use planning for the area of Pembrokeshire excluding the National Park.

The Town Clerk stated that she had provided members with the links, and advised members to have a look beforehand. She gave a brief explanation of what the Local Development Plan is and how it is used and informed members that the library will have a hardcopy of the plan and she will push to have a copy in the Town Council office.

## **23. Annual Reports 2024/2025 – Police and Crime Commissioner**

The Town Clerk informed members that The Annual Report has been made available and sets out priorities that have been delivered, to read the report please visit the Police and Crime Commissioner website or a copy can be requested from

[OPCC.Communications@dyfed-powys.police.uk](mailto:OPCC.Communications@dyfed-powys.police.uk)

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

Cllr Wiggins commented that Cllr Williams asked if PPG can be put on the next agenda under P & C

The Town Clerk informed members that Tesco will be installing £1 on their trolleys from August 15<sup>th</sup>

Refurbishment works in Tesco are due to take place, drains have been all marked up ready.

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

There were no reports from Council Committees

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

Cllr Francis Boswell updated members on Pater Hall. She said that the warm rooms are on a summer break and will be back in September.

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
30.06.2025	Clarity Copiers	£51.79
30.06.2025	S Scourfield – office cleaning	£12.72
30.06.2025	Post Office - postage	£9.75
01.07.2025	British Gas – pump house	£28.56
02.07.2025	Anthony Bamford – window cleaning 02.07.2025	£10.00
04.07.2025	Sage - payroll	£40.80
04.07.2025	P A Lynch	£1,750.00
07.07.2025	Google Cloud	£5.94
08.07.2025	Mobility Shop – handrail	£28.00
10.07.2025	BT Group	£161.86
14.07.2025	Ionos Cloud	£7.20
15.07.2025	Anthony Bamford – window cleaning 15.07.2025	£10.00
23.07.2025	Bank Charges	£8.00

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
01.07.2025	St Patricks Warm rooms	£18.94
08.07.2025	St Patricks Warm rooms	£23.16
10.07.2025	Amazon – Water butts (Allotments)	£495.00
10.07.2025	Boverton Nurseries – PCC Floral Displays	£3,875.70
14.07.2025	Pater Hall Warm Room	£262.76
22.07.2025	St Patricks Warm rooms	£19.89

**ACCOUNT RECEIPTS**

Date	Description	Amount
02.07.2025	Interest	£81.73

**SALARIES AND WAGES**

06.07.2025– 05.08.2025	Salaries	£ 4,751.03
06.07.2025 – 05.08.2025	Tax & NI	£ 1,339.72
06.07.2025 – 05.08.2025	Pensions	£ 1,596.10

**ACCOUNT BALANCES**

24.07.2025	HSBC Business Account	£ 81,523.53
24.07.2025	HSBC Premium Account	£ 60,712.59

It was **PROPOSED** by Cllr S O'Connor  
**SECONDED** by Cllr J George  
**RESOLVED:** That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 27<sup>th</sup> June 2025 to 24<sup>th</sup> July 2025.

**All members agreed**

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

- Christmas Events

Cllr Wiggins commented that there will be an events meeting on Monday 11<sup>th</sup> August  
Cllr O'Connor commented about the Christmas meal and asked if it was going to be on 4<sup>th</sup> December following the December meeting as it worked well last year.

**All members agreed**

**53. COMMUNITY ISSUES**

Cllr Wiggins thanked Cllr Francis Boswell for raising on Facebook the importance of calling 101 to report incidents

Cllr Francis Boswell commented she had been on a walk with the PCSO to get residents feedback

Cllr Francis Boswell informed members on Pembroke pool, she said she has a meeting with Gary, who manages the local leisure centres. The pool is closed for August and she said they talked about there being better communications to share the reason why it is

closed in August. She said that the summer holidays are their quietest period as a large percentage of members are on summer holidays and urgent maintenance is needed. Cllr Francis Boswell informed members that regular users such as swimming club had been offered alternative pools during the closure and they talked about having a user group for people to meet and talk, making it more of a hub.

Cllr Bowen commented about there being another supermarket proposed. She said to members that if have time not to use the self-checkouts because they are cutting back on jobs.

Cllr Francis Boswell informed members that she has had a few meetings with the manager of St Govans looking at making attempts to link St Govans with the town as there are some new shops there at the moment. She said that they are holding an Indoor bootsale/market on Saturday 2<sup>nd</sup> August. Cllr Francis Boswell commented that they had discussed promoting free parking at Western Way car park and making that end of centre more inviting.

Cllr Wiggins commented about the Active Travel plans and informed members that she held a public meeting and thanked the Town Clerk, Cllr Francis Boswell and Cllr Wilcox for attending. She said that she delivered printed out surveys and collected them and that the consultation is now closed.

Cllr T George commented about the caravan at the bottom of Treowen Road  
The Town Clerk stated that it has already been reported but we can take a photo and send it through to Abandoned Vehicles.

Cllr Wiggins asked how the Town Award nominations are going, and encouraged all members to make a nomination.

The Town Clerk informed members that the closing date is Friday 8<sup>th</sup> August.

#### **54. MAYOR'S REPORT**

Cllr Wiggins informed members that she attended 16 events in July:

4<sup>th</sup> July – Opening of mindful moment by SM Bespoke Care a new day centre in Dimond Street. Followed by attending Hope Therapy Centre in Neyland – Open Day celebrating 40 years

5<sup>th</sup> July – Fishguard and Goodwick Town Council held their Civic Service

6<sup>th</sup> July – Neyland Town Council held their Civic Service along with Cllr Williams

9<sup>th</sup> July – Attending the Senedd for a Bi-polar seminar

10<sup>th</sup> July – Visit the Baby Bank on London Road with Cllr Francis Boswell  
 12<sup>th</sup> July – Opened Forever 11 Memorial Fun day at Pembroke Dock Quins followed by Beating of the Bounds in Haverfordwest along with Cllr Bowen and Cllr O'Connor which was a wonderful event  
 14<sup>th</sup> July – Coffee Morning in aid of her two charities  
 Pembroke Dock Community Hall afternoon tea  
 16<sup>th</sup> July – Litter Pick with McDonalds organised by Jude Poole  
 19<sup>th</sup> July – Pembroke River Rally  
 20<sup>th</sup> July – Narberth Civic Service along with Cllr Bowen and Cllr O'Connor  
 24<sup>th</sup> July – attended Boulevard Theatre to watch Come From Away  
 26<sup>th</sup> July – West Wales Maritime Museum Classic car show followed by Sheridan Brooke's event which is the fourth event. She said that was the inspiring speaker which was a real honour.  
 Finally, she attended the Fire Station open day.  
 Cllr Wilcox attended Neyland Carnival and Milford Haven Civic Service

## **55. VOTE TO MOVE INTO PRIVATE AND CONFIDENTIAL**

<b>It was</b>	<b>PROPOSED by Councillor S O'Connor</b> <b>SECONDED by Councillor J George</b> <b>RESOLVED: That the press and public be excluded from</b> <b>The meeting under the Public Bodies (Admission to</b> <b>Meetings) Act 1960 due to legal privilege and disclosure</b> <b>of personal details.</b>
---------------	---

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