

At a Meeting of Pembroke Dock Town Council on
Thursday 2nd July 2026

**PRESENT: Cllrs: M Bowen, J George, M
Howells, T George, B Mckee, J Lyons, S
O'Connor, D Sharp, M Wiggins, T Wilcox, M
Evans, G Goff**

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Hart – Deputy Town Clerk

25. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs: S Lucas, C Lee, M Williams

26. DECLARATIONS OF INTEREST

Cllrs Wiggins and Wilcox declared an interest on item 13. of the Town Clerk's supplementary report, Gwynt Glas Offshore Wind Farm -Pre application.

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

Cllr Wilcox welcomed Ms Gaynor Toft, Ms Rachel Fear and Mr Dave Meyrick from the Housing Allocations Department at PCC to discuss the allocation procedure for the new housing development (Golwg Y Cleddau) at the former Cleddau Bridge Hotel site.

Golwg y Cleddau comprises of 35 properties:

16 x 1-bedroom flats (blocks of 4)

1 block of 4 flats will be for age 55 plus and 1 for people with learning disabilities as funding had been received from Welsh Government and the remainder being for general needs.

11 x 2-bedroom houses

6 x 3-bedroom houses

2 x 4-bedroom houses

At present local letting policy banding is Gold, Silver and Bronze. Under the new policy banding will be A, B, C & D

Current housing need on housing register within Pembroke Dock and Pembroke

Bedroom Eligibility	Gold Award	Silver Award	Bronze Award	Sum:
1 Bedroom	185	183	111	479
2 Bedrooms	86	63	47	196
3 Bedrooms	36	40	18	94
4 Bedrooms	16	8	3	27
5 Bedroom	4	1	1	6
Sum:	327	295	180	802

Pembrokeshire County Council has made a commitment to the Community of Pembroke and Pembroke Dock that when allocating new homes at Golwg Y Cleddau priority will be given to applicants with a connection to Pembroke and Pembroke Dock.

Local Connection To The Area

A customer will qualify for a local connection to the area of Pembroke Dock and Pembroke community if they or a member of their household are registered with Housing Online, and can answer YES to any **ONE** of the 1-5 following points:

- Have lived in the area as their only or principal home continuously for the last 2/5 years, **or**
- Have previously lived in the area as their only or principal home for at least 3/5 years out of the last 5/10/15 years, **or**
- Have a close family member (grandparents, parents, siblings, adult children), who currently lives in the area and has lived in the area for the last 3/5 years as their only or principal home, **AND** they provide support to a member of the household or they receive support from this close family member **or**
- Have permanent employment (at least 16 hours per week) which is based in the area for the last 12 months. This can include unpaid work for the emergency services.

- Have a child who is a member of the household who attends Pembroke Dock Community School, Pennar Community School, Golden Grove Primary School, Monkton Community Primary School who has been in the school for at least 12 months.

Contract completion by April 2027. First allocation hopefully end of October – November 2026.

Councillors were asked for their comments in respect of the proposed lettings policy for Golwg Y Cleddau

Cllr Wilcox's opinion was for the applicants to have been in the area for 5 years. He also wanted to mention that it was a very welcomed development.

Cllr O'Connor asked if allowances were being made for people fleeing persecutions and need to move from the area they are living in? He was advised that that was included in the overall Choice Homes Allocation Policy and the subject being discussed was a site-specific policy. Cllr O'Connor also asked if children who attended Ysgol Harri Tudur would be included. He was advised that as children from other areas could be attending the school children from the local primary schools were being prioritised.

Cllr Sharp asked who designed this development as he felt that there will be a huge problem with residents reversing out of their driveways onto the main highway and people parking on the road, as that is a main route out of the Town. He was advised that discussions had taken place between the designers and relevant departments in Pembrokeshire County Council and the decision was that the final design of the development would be suitable.

Cllr Mckee commented that double yellow lines along the road could be an option.

Members had to discuss whether a person should have continuously lived in the area for 2 or 5 years to qualify/bid for a property and then decide who would have priority when bidding on the properties at Golwg y Cleddau .

Cllr Wilcox proposed 5 years this was seconded by Cllr Goff.

Therefore:

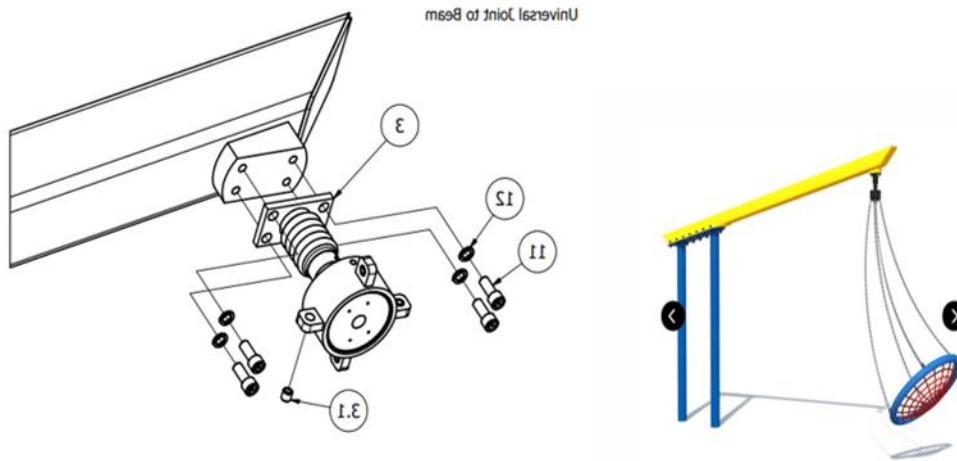
It was

PROPOSED by Cllr T Wilcox

SECONDED by Cllr G Goff

RESOLVED - That a person should have continuously lived in the area for 5 years to qualify/bid on a property at Golwg Y Cleddau.

The cost of replacing the part is £1,491.04



The Town Clerk asked if members could confirm to use budgeted funds from Memorial Park maintenance. There is £5,000 budgeted. She also requested permission to install a sign stating the allocated people allowed to use the equipment at any time.

A discussion took place regarding this item. Cllr O'Connor put a proposal forward to fix the equipment and to confirm if it could be claimed for on the insurance before Council paid for the part. This was seconded by Cllr Bowen. A vote was taken and all Members supported Cllr O'Connor's proposal.

Cllr T George suggested replacing the basket swing with another piece of equipment. The Town Clerk advised Members that there was £25,000.00 available from the Pembroke Dock Memorial Group to purchase new pieces of equipment and suggested a small group of Councillors could meet to discuss this.

11. Memorial Park -Fun in the Park 2026 Review.

At the last meeting of the Town Council, it was requested that there was a review of the event for safety. The Town Clerk commented that she felt the event went very well with all the bands, security and stage. There was only one issue, which was a medical emergency, which was one of those things.

The Town Clerk commented that the only addition to the event for future years could be St Johns Ambulance and asked for Members comments.

Cllr O'Connor commented that St Johns Ambulance would be an extra cost and that the medical emergency was dealt with very well, the security team had the correct first aid training so really he did not think that St Johns Ambulance would have added anything to situation, as if it was a major emergency, you would call an ambulance.

An ambulance was called and Cllr J George commented there was a question about how long it took the NHS ambulance to arrive as they did not know how to access the park, and maybe the Ambulance Service should be given more information. The Town Clerk explained that the postcode for the park is quite generic. It was suggested that maybe 3 words could be used but also there is only one entrance into the park for vehicles. Cllr Wiggins commented that a one of the security men and herself met the ambulance at the entrance to guide it in.

Cllr T Wilcox commented that the council could maybe contact Valero or RWE to supply a first aid team if required as they have their own ambulances. Members all agreed that the security firm employed on the day carried out an excellent job and dealt with incident professionally.

Cllr Wiggins thanked the Town Clerk for her work arranging event and Cllr Wilcox commented what a successful day it was with nothing but positive feedback.

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

12. Paddle west Summer Sessions – Front Street

The Town Clerk commented that further to an email she sent to councillors with regards to sessions down Front Street, and the opportunity of extra funding from the SPF fund she had arranged for Paddle west to hold sessions down front street for ages 11–17-year-olds every Monday during the school holidays.

They will bring a van and trailer of boats and boards for a 2-to-3-hour session around daylight high tide.

20th July 10am

27th July 4pm

3rd Aug 9am

10th Aug 4pm

24th Aug 4pm

The Town Clerk advised that she had received the invoice for the sessions which was £2,500 and that this was part funded by the SPF fund and Part Town Councils summer activities budget.

Members commented this was an excellent idea. Cllr Bowen also commented that it sounded wonderful with boats and water, but the Cleddau is absolutely filthy and she would hate anybody

connected with her to fall into the stinking river. A boat can hardly move along the Cleddau as it is so bad.

Cllr O'Connor asked if Paddle West had to cancel any sessions would they provide a refund. The Town Clerk commented that she would contact them to ask.

Majority of members supported the event and felt it would be a great addition to the Summer holidays for the children.

13. Gwynt Glas Offshore Wind Farm -Pre application

The Town Clerk informed members that she had received the pre application for Gwynt Glas Offshore Wind Farm, she had emailed members with the links to the documentation so did any members have any comments?

Members discussed the pre- application and comments included:

Strongly against the application due to visual impact, renewable energy should be encouraged, bills have increased since the turbines have been erected, potential employment opportunities.

The Town Clerk commented that she would feedback members comments.

33. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no items which the mayor decided were urgent

34. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES PLANNING COMMITTEE

The Town Clerk commented that a vacancy had become available on the planning Committee. Cllr Mckee explained he had to step down from planning as after speaking to his head of department at Pembrokeshire County Council, he could be seen as having a conflict of interest as he sits in the planning department.

Cllr Francis-Boswell has now joined the planning committee.

The following plannings applications were discussed at the last meeting:

26/0189/PA Removal of Conditions 7,8,9 (code for sustainable homes) and Vary
Conditions 2 (surface water) & 10 (approved plans) of Planning Permission
12/0422/PA (Erection of Dwelling)
Land South 7 Imble Street, Pembroke Dock, Pembrokeshire, SA72 6QL

Pembroke Dock Town Council Planning Committee have reviewed the above application

and support this application as per the planning information received.

26/0221/AD 1 x Fascia sign to be displayed on front of building. 1 x hanging sign to be displayed above the front door of the building
23 Meyrick Street, Pembroke Dock, Pembrokeshire. SA72 6AL

Pembroke Dock Planning Committee discussed this application, and all questioned the height of the hanging sign to be displayed above the front door of the building. Members all agreed that before they could comment, to contact planning officer for clarification.

Cllr G Goff and Cllr M Bowen left the meeting at 10.25 am

26/0148/PA Siting of a Modular Unit to Enable an Extension to the Existing Waste Recycling Centre to Facilitate the Re-use and Sale of Recovered Items
Waterloo Industrial Estate, Plot H1, Eastern Avenue, Waterloo, Pembroke Dock SA72 4RT

Pembroke Dock Town Council Planning Committee have reviewed the above application and support this application as per the planning information received.

26/0210/PA Extension and Alterations
2 Connacht Way, Pembroke Dock, Pembrokeshire. SA72 6FB

Pembroke Dock Town Council Planning Committee have reviewed the above application and support this application as per the planning information received.

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

None

36 TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
29.05.2026	Anthony Bamford window cleaning	£25.00
01.06.2026	Tesco Mobile	£9.00
01.06.2026	Zurich Insurance	£2,930.01
01.06.2026	Post Office – postage	£8.45
01.06.2026	EBay – Cordless Hedge trimmer	£80.75
02.06.2026	IONOS Cloud	£10.80
03.06.2026	Home Bargains – office cleaning	£6.23
05.06.2026	Sage Ltd	£40.80
05.06.2026	Google Cloud	£5.93
05.06.2026	P A Lynch	£1,900.00
11.06.2026	IONOS Cloud	£7.20
15.06.2026	Clarity Copiers	£31.39
15.06.2026	Amazon Business – Stationary	£24.38
15.06.2026	PCC – Council Tax	£1,697.50
15.06.2026	Amazon Business – Stationary	£39.98
16.06.2026	Once Voice Wales – Councillor Training – Cllr McKee	£44.00
22.06.2026	SSE Energy – Albion square	£110.91
22.06.2026	A Bamford – window cleaning 08.06.2026 and 22.06.2026	£25.00

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

Date	Description	Amount
02.06.2026	St Patrick warm rooms	£24.75
04.06.2026	B Scourfield Internal Auditor	£300.00
10.06.2026	Bethel Baptist Warm rooms	£18.10
10.06.2026	Pembrokeshire Vikings – PDTC Grant	£100.00
10.06.2026	Viking Explorer – PDTC Grant	£165.00
15.06.2026	Amazon Business – Pink Poo Club Equipment	£89.76
16.06.2026	Amazon Business – Pink Poo Club Equipment	£154.78

16.06.2026	Amazon Business – Pink Poo Club Equipment	£35.24
17.06.2026	R Mason – Floral Displays	£3,175.50
23.06.2026	St Patricks warm rooms	£25.00
23.06.2026	Western Services – Christmas lighting Motif rental 2026/2027	£6,700.00

ACCOUNT RECEIPTS

Date	Description	Amount
02.06.2026	Interest	£66.79
01.06.2026	S Matthews Memorial Bench	£300.00

SALARIES AND WAGES

06.06.2026 – 05.07.2026	Salaries	£ 5,531.50
06.06.2026 – 05.07.2026	Tax & NI	£ 1,834.09
06.06.2026 – 05.07.2026	Pensions	£ 1,918.63

ACCOUNT BALANCES

25.06.2026	HSBC Business Account	£ 122,509.66
25.06.2026	HSBC Premium Account	£ 61,508.17

Cllr O'Connor asked 3 questions regarding the Financial Report.

1. If the hedge trimmer that was purchased from Ebay was new?
2. Payments made to Google Cloud and Ionos Cloud?
3. What is Sage Ltd?

The Town Clerk confirmed that the Hedge Trimmer was purchased new, the payments made to Google and Ionos were for 2 separate services, storage and email facilities and Sage Ltd was the payroll system.

It was

PROPOSED by Cllr Goff

SECONDED by Cllr Wilcox

RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 29th May 2026 – 25th June 2026

All members agreed.

37. AGENDA ITEMS FOR THE NEXT MEETING

Cllr Goff - Christmas

38. COMMUNITY ISSUES

Cllr Evans raised concerns about potholes, bushes, and weeds. She was advised that these had been reported to Pembrokeshire County Council. Members were also advised there had been a number of areas that had recently been attended to and some still under discussion as to whose responsibility it is to deal with them.

Cllr T George commented about the abandoned trollies on the railway line. The Town Clerk advised that it was the responsibility of Network Rail and she would contact them. The area alongside B&M was mentioned and Cllr Mckee commented that the arborist team had met with the Environment Services team to discuss maybe clear felling alongside the area and put flowers bed there.

39. MAYOR'S REPORT

6th June – Milford Haven Founders Day

7th June – Erebus Event at Pembroke Dock Heritage Centre

17th June – Community Clinic Anniversary Event – South Pembs Hospital

20th June – Milford Haven Town Council Civic Service

28th June – Haverfordwest Town Council Civic Service

There being no other business, the meeting was closed.