

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 10<sup>th</sup> January 2013

**PRESENT:** Councillors A McNaughton, P Kraus, M Murton, M Colgan, P Gwyther, D Earl, S Perkins, P Folland, J Phillips, K Higgs, A Lee, T Wilcox and PE George.

**IN ATTENDANCE:**

Moira Saunders– Town Clerk  
Sarah Scourfield – Assistant Town Clerk

**124. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**125. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**126. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

There were no questions from members of the public.

**127. MINUTES 13<sup>th</sup> DECEMBER 2012**

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor M Colgan**

**RESOLVED - That the Minutes of 13<sup>th</sup> December 2012 are adopted as a true record.**

**128. MATTERS ARISING FROM THE MINUTES OF 13<sup>th</sup> December 2012**

**Retrospective Planning application for 10 Meyrick Street for House of Multiple Occupancy**

Councillor A Lee commented that the application for 10 Meyrick Street had been heard at Full Committee at the County Council and the application had been refused. Councillors commented that Councillor Lee and Mrs Roach of the Civic society put together very good arguments against the application.

**129. REPORT OF THE TOWN CLERK**

**115. Meeting at Argyle Street surgery- report from Councillor Fortune**

The Town Clerk stated that Cllr Fortune had kindly sent in a report of the meeting that she attended on 3<sup>rd</sup> December 2012. The Town Clerk stated that she had included a copy of this report with members' papers. It was commented that there had been no communication regarding the change of number, it was stated that there should be a follow up on the best practise appointment method to question if one has or will be adopted in the near future, it was commented that a regular meeting should be set up to ensure that we are able to monitor the issues.

**116. Meeting to involve Mr Alan Hunt – disability officer of Pembrokeshire County Council**

The Town Clerk commented that a fresh meeting was to be arranged with Mr Hunt to assess the status of the building with regard to access for people with disabilities. She suggested that she asked Mr Hunt to re-evaluate the building and the plans for the work due to start at the end of this month and then arrange a meeting based on that report.

The Town Clerk suggested that at the meeting there should be two trustees ( trustees who are not Councillors) and two Councillors (who are not trustees). The Town Clerk asked for volunteers to attend this meeting. It was agreed that Councillors M Murton and T Wilcox would be representatives from the Town Council.

**117. Mid and West Wales Fire and Rescue Service Annual Performance Assessments 2011-2012**

The Town Clerk stated that she had received an email from the fire service notifying the Town Council that this report is available at

[http://www.mawwfire.gov.uk/sitecollectiondocuments/english\\_documents/MAWW\\_performance\\_assessment\\_2011-2012\\_eng.pdf](http://www.mawwfire.gov.uk/sitecollectiondocuments/english_documents/MAWW_performance_assessment_2011-2012_eng.pdf)

If anyone would like me to send them this link or a paper copy please ask.

#### **118. Independent Remuneration Panel for Wales Annual Report – December 2012**

The Town Clerk informed members that she had received an email informing her that the Panel's Annual Report is to be implemented in the financial year 2013-2014. The report can be found at [www.remunerationpanelwales.org.uk](http://www.remunerationpanelwales.org.uk).

Should members wish to have a paper copy please ask.

#### **119. New Traffic Orders, Pembroke Dock**

The Town Clerk stated that she had received a letter from Mr John Price including details of various traffic orders to be implemented within the town. The Town Clerk stated that she had copied these in member's papers. The Town Clerk asked members for their comments to enable her to respond by 18<sup>th</sup> January 2013. Members commented that they did have some concerns with the removal of no waiting at any time in Melville Street as it was so close to the mini roundabout. It was questioned if the fire brigade had been liaised with It was stated that the emergency services are liaised with regarding these issues.

#### **120. Car Parking Issues at Pembroke Dock Community School**

The Town Clerk stated that she had received a letter from the head teacher of the school with her response to the issues. The Town Clerk stated that she had copied this and included it in member's papers. It was commented that this was an on- going issue and that there was a piece of ground available on the other side of Pennar Robins football pitch which could be resurfaced to enable the staff to park there, but it was stated that staff were unwilling to park there as it was too far to walk to the school. Councillor S Perkins stated that the green area would not be developed as it is one of the only green areas in the Llanion Ward and it was not possible to provide parking facilities any closer to the school, she commented that if the school were happy with the section of land next to Pennar Robins she would take the proposal to the County Council for the changes to be made. It was agreed for the head teacher of the school to be contacted regarding this proposal.

#### **121. Dockyard Roll of Honour Board in the Main Hall**

The Town Clerk informed members that Sarah had contacted the Museum Trust as required by the Council to determine whether they would be interested in having this board. The Town Clerk commented that she had received an email from Mr Martin Caveney saying that the trust would take the board but that they had no means to move and transport it. As Town Council staff has no means of moving the board or transporting it I asked Council for suggestions.

Cllr Gwyther suggested that as the builders would have to move the board perhaps they would transport it

Cllr McNaughton suggested that Mr John Bowling may be prepared to move the board

Cllr Perkins suggested that she may be able to supply a van to move the board.

Councillor Gwyther commented that the builders will sort the removal of the board and that he would liaise with the builders to arrange.

#### **122. House of Multiple Occupancy- Meyrick Street**

The Town Clerk reminded members that the Planning and Public Rights of Way Committee met on Tuesday 8<sup>th</sup> January 2013 when this planning application was be heard. It was mentioned as previously stated Councillor A Lee commented that the application for 10 Meyrick Street had been heard at Full Committee at the County Council and the application had been refused.

#### **123. Pater Hall Community Trust-Building work-Asbestos**

The Town Clerk commented that as she understood the building work in the hall was due to start at the end of January. She commented that she was concerned that this work may disturb asbestos and cause a danger to people using the building, which of course includes the town council staff that are in the building longer than

anyone else.

On the H&SE website, it suggests that any building that was built before 2000 almost certainly contains asbestos.

The risks to life normally only happen when any asbestos is removed or altered or degrades. The Town Clerk commented that a risk register should be kept by those who have the responsibility for the maintenance and repairing of the building. This risk register should include assessments of the presence and condition of any asbestos containing materials in the building. The asbestos risk register is a key component of the required plan on how any asbestos found will be managed. This register must be kept updated.

This is not just about drilling into or removing material containing asbestos but of any degradation that occurs in the normal wear and tear in the day to day life of the building.

The presence of asbestos alone is not a cause for concern but when it degrades or is moved particles are released into the air and breathed in which can cause serious illness at a later date.

Obviously the trades' people are most at risk should they be removing materials containing asbestos, but there can be danger to people in the building during the building work. Also where asbestos material is degrading this poses danger. For example some of the ceiling tiles in the main hall may contain asbestos and due to water leaks in the past some of these tiles are degrading. They may not contain asbestos so that is not a problem but they may.

The Town Clerk stated that it may be that an asbestos risk register is in place and regularly updated and any issues addressed but she was not aware of any documentation with regard to this issue.

The Town Clerk informed members In order to protect Town Council staff, visitors to the Town Council offices and Councillors she asked Council to seek assurances from the Trust that either through degradation of materials containing asbestos or during the building work they will be no danger to people using the building. As Town clerk representing the Town Council she stated that she would need to see any documentation that the Trust had with regard to any risk assessments with regard to asbestos and an asbestos risk register.

The Town Clerk commented that it may have been proved that there was no asbestos in the building, but her research suggests that it might be , and she was very concerned that the staff of the Town Council were being put at risk. It was commented that there were two types of surveys which can be done for asbestos one is a visual inspection and the other is a full inspection, after discussion it was agreed that a visual inspection was not sufficient and as Pembroke Design had completed a lot of work throughout the building and should have some idea if and where asbestos would be in the building they should be contacted and asked for a written report and risk management plan.

#### **Assistant Town Clerk**

The Town Clerk thanked the Assistant Town Clerk for stepping into her role for a period of time and for all her hard work during the Christmas period.

### **130. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING OUTSIDE BODIES**

#### **Police Forum**

Councillor M Murton commented that she and Councillor A Lee recently attended the first meeting of the year, where the new PCSO for the Llanion area was introduced, and the issues surrounding HMOs in the area were discussed. Priorities for the month were Anti-Social Behaviour in and around the town. There were issues highlighted with egress from Argyle Street car park as the emerging traffics view is blocked due to parked cars and traffic travelling at speed cause further issues.

#### **RWE Grant**

Councillor T Wilcox informed members that St Patricks Community Hall, Pembroke Dock Festival Group and

Pater Hall Community Trust have now received their share of £2,500 grant. Each organisation would have received £833.33 each. Councillor D Earl thanked the Town Council for splitting the grant three ways.

**131. FINANCIAL REPORT  
ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
04/12/2012	Postage	£37.20	
06/12/2012	Postage – Council Minutes	£17.10	
07/12/2012	AB Solutions – Ink for Printer	£239.94	
08/12/2012	All Seasons Fireworks – Festival	£1500.00	
08/12/2012	Grotto Sundries	£30.20	
10/12/2012	Swalec – Pump House	£28.93	CHQ 100161
10/12/2012	Princes Gate Water	£13.14	CHQ 100162
11/12/2012	Postage – Grotto Letters	£30.00	
13/12/2012	Princes Gate Water Sanitisation service	£38.80	

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>

**ACCOUNT RECIEPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>

**SALARIES AND WAGES**

06/12/2012-05/01/2012	Salaries and Wages	£4467.50
06/12/2012-05/01/2012	Tax and NI	£1318.78

**ACCOUNT BALANCES**

21/12/2012	HSBC Current Account	£17,991.01
21/12/2012	HSBC Premium Account	£102,341.39

It was

**PROPOSED** by Councillor S Perkins  
**SECONDED** by Councillor P E George

**RESOLVED-** that the Town Council approve payment of Accounts and Salaries and Wages payments, and also approve payments previously agreed

**132. AGENDA/REPORT ITEMS FOR THE NEXT MEETING**

**Beagle project**

Councillor P E George informed members that she had recently attended a meeting with David Lort- Phillips who works with the Beagle Trust, she stated that the meeting was very informative and they are hoping to build a replica beagle in

Pembroke Dock. Councillor George commented that the trust are very interested in the work of Charles Darwin who done a lot of his work around Chilli in Porta Monte and the Mayor of Porta Monte would like to have links with the Mayor of Pembroke Dock. The Trust commented that they are hoping in the future to use the innovation centre in Pembroke Dock to involve schools and use the facilities to link to satellites to enable the children to have a visual link to scientists or astronauts who are working on specific projects. The work of the Trust is fully supported by Milford Haven Port Authority, Swansea University and the County Council. Councillor P George commented that Mr David Lort- Phillips would like to attend a meeting of the Town Council to inform members of this opportunity, members agreed that Mr Lort-Phillips is asked to attend a Town Council meeting in the near future.

### **133. COMMUNITY ISSUES**

#### **Footpaths on Barrack Hill**

It was questioned why the footpaths on the barrack hill had been left to get overgrown, it was stated that people are struggling to walk along the designated footpaths due to the hedges not being cut back. It was commented that the County Council do not cut the perimeter hedges and this was normally done by the golf club, members asked the Town Clerk to look into this matter to see who was responsible.

#### **Website**

It was questioned whether there was any progress on the development of the Town Council website, the Town Clerk stated that a new website specification needed to be written and tendered for and this would be done in the near future.

#### **Pavements St Marys Road**

It was commented that with the heavy Lorries involved in the build of the new bungalows in St Marys road, a lot of the pavements in the area are cracked, it was questioned if these could be replaced, it was agreed that the contractors would be contacted to arrange this.

#### **Christmas Refuse Collection**

It was commented that members had received a number of complaints from residents regarding the dates of the refuse collection. It was stated that the dates on the fliers sent out were wrong and the collection came on 2<sup>nd</sup> January, when residents were informed that it was not due until 9<sup>th</sup> January. It was commented that the County Council had made an error on the fliers and apologised for any inconvenience caused.

### **134. MAYORS REPORT**

14<sup>th</sup> December 2012 – Mencap Stackpole – Certificate Presentation

15<sup>th</sup> December 2012- Milford Haven Town Council Christmas Meal

20<sup>th</sup> Decembers 2012 – Haverfordwest Civic Service

21<sup>st</sup> December 2012 – South Pembs Hospital Christmas Visit

### **135. PRIVATE AND CONFIDENTIAL MATTERS**

It was **PROPOSED** by Councillor A McNaughton  
**SECONDED** by Councillor P Gwyther

**RESOLVED - That the public and press be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.**