

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 4th October 2012

PRESENT:

Councillors A McNaughton, P Kraus, M Murton, P Folland, PE George, M Colgan, D Earl, P. Gwyther, T Wilcox, A Lee, S Perkins & C Fortune

IN ATTENDANCE:

Moira Saunders- Town Clerk
Sarah Scourfield – Assistant Town Clerk

65. APOLOGIES FOR ABSENCE

Apologies were received from Councillors K Higgs & J Phillips

66. DECLARATIONS OF INTEREST

Councillor T Wilcox declared an interest in Item 72 Report from the Financial Committee of the Town Clerk report St Patricks Hall- Pennar.

Councillor P E George declared an interest in item 72 Report from the Financial Committee of the Town Clerk report Pater Hall

Councillor S Perkins and D Earl declared an interest in item 72 Report from the Financial Committee of the Town Clerk Report, Pembroke Dock Festival Group & Friends of the Memorial Park Group.

67. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from the members of the public.

68. MINUTES 6th SEPTEMBER 2012

It was **PROPOSED by Councillor P Folland**
SECONDED by Councillor M Murton
RESOLVED - That the Minutes of 6th September 2012 are adopted as a true record.

69. MATTERS ARISING FROM THE MINUTES OF 6th SEPTEMBER 2012

Town Clerk Report - 57. Welsh Course for the Assistant Town Clerk

The Town clerk informed members that the Assistant Town Clerk had now started the Welsh Course which takes place every Wednesday in Pembroke Dock Learning Centre in Albion Square.

Town Clerk Report - 61. Valero Community Advisory Panel

The Town Clerk stated that the minutes for this panel were included in member's papers.

Town Clerk Report - 68. Town Councils Finger post signs- St Govans Centre

The Town Clerk commented that Mr Dennis Hall had contacted Mr Perloff the owner of St Govans Centre and he was happy to pay for the finger post signs. She stated that Mr Hall had also been in contact with the local ferry port where he had received agreement for a sign to be erected for St Govans Centre, and was in discussions with the planning department regarding signage in Asda car park.

Town Clerk Report - 72. Planning Applications

It was questioned whether all members were aware that the application for the land east of the Cricket ground, which was supported at the last meeting included the build of 100 houses and the site is within 100 yards to another development which is proposed to build a further 230 houses. It was stated that not all the information was made available, but members would be able to comment further when the full planning application was available.

63 Community Issues

It was questioned if there had been any response regarding the Cannon. The Town Clerk stated that she was waiting to speak with Glenville Codd regarding a number of issues but would add this to the list.

70. REPORT OF THE TOWN CLERK

72. Report from the Finance Committee

The Town Clerk informed members that the Finance committee met on 18th September to consider the grant applications that had been made to the Council and the budget for the coming financial year 2013/2014.

Bethel Baptist Church

The Finance committee recognises the work that the supporters of Bethel Baptist Church have done to restore and modernise the church.

The Finance Committee recommends to Town Council that Bethel Baptist Church is given £750 to help with their efforts. It was questioned if grants are normally given to churches, it was stated that the Town Council have the power to give grants to churches. Members felt that the church did help the community in different ways and did well to raise as much money as they have.

It was

PROPOSED by Councillor T Wilcox

SECONDED by Councillor M Colgan

RESOLVED - That the Town Council grant £750.00 to Bethel Baptist Church in 2013/2014 financial year.

Friends of the Memorial Park

Councillor S Perkins and D Earl declared an interest

At the last Town Council meeting there was some discussion about the provision of play equipment for the younger children in the town. It was stated that everyone is only too aware of the policy of the County Council of not replacing play equipment that is unsafe, equally the County Council is not taking on responsibility for play equipment and is encouraging community groups and local councils to take on this provision.

The intention of the group is to fund raise for the skatepark and to date a grant of £19,000 has already been agreed from the Regeneration unit in County Hall. More funds are being sourced currently. Hopefully the group will soon be registered as a charity which will open up other sources of funding.

The Town Clerk suggested that this group were granted £7000 towards their general development and maintenance of the facilities.

It was suggested that another £15,000 is granted to the Friends of the Memorial Park, to be ring fenced towards the development of a second play area for the younger children, I suggest for ages up to 5/6 years. The group includes three town Councillors and the town clerk so all progress can be easily passed on to the town council, but as this group already has the experience of developing play areas the Town Clerk suggested that they continue to do so with more support from the town council. The feeling amongst the council is that there is not anywhere near enough play provision for the smaller children this would be one way of resolving this. The Town Clerk commented that she understood from the Regeneration unit that the group could apply for a regeneration grant for this play area which could match the £15000 to be used for the play area.

The Finance committee fully supported this and recommends to Council that this is granted to the Friends of the Memorial Park.

The Town Clerk commented that she had spoken with one of the local police officers recently who pointed out that the BMX track in the Memorial Park was well used, and that they had no trouble or issues in the memorial park even though complaints were being received. It was agreed that the proposal would be an excellent use of public money.

It was

PROPOSED by Councillor A Lee

SECONDED by Councillor T Wilcox

RESOLVED - That the Town Council grant £ 7,000 to the Friends of the Memorial Park for General development and maintenance of facilities and a further £15,000 to be ring fenced towards the development of a second play area for the younger children of the town.

Pembroke Dock Festival Group

Councillor S Perkins and D Earl declared an interest

Winter festival

The Town Clerk commented that the Winter Festival had always been organised and run in conjunction with the Town Council and suggested that the usual donation to the festival group is to continue. £4500

The Finance Committee fully support this and recommend to Council that this was agreed.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor P Folland

RESOLVED - That the Town Council grant £ 4,500 to the Pembroke Dock Festival Group for the 2013 Winter Festival.

Summer Festival

The Town Clerk stated that this had been run and organised by the group very successfully, and most years the group has applied for grant funding to the Town Council but also to other local organisations. The Town Clerk suggested that this funding was reduced from £7000 to £6000.

The Finance Committee fully support this and recommend to Council that this was agreed.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Murton

RESOLVED - That the Town Council grant £ 6,000 to the Pembroke Dock Festival Group for the 2013 Summer Festival.

St Patrick's Hall – Pennar

Councillor T Wilcox declared an interest and left the room

It was stated that St Patrick's Hall was a well-run community hall which was well used. They have not had any funding from the Town Council in the past but are looking for some help this year. The Town Clerk suggested that this was agreed to at £1500

The Finance committee fully supports this and recommends to Council that this was agreed.

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor P E George

RESOLVED - That the Town Council grant £ 1,500 to St Patricks Hall for the 2013/2014 financial year

West Wales Maritime Heritage Society

This application has been applied for to help with the Purchase of apprentice books written it seems by a gentleman who trained in the Pembroke Dock yard. If the Society were able to buy these books they would be kept at the National Library in Aberystwyth.

The amount requested is £1200.

The Finance committee recommends the following: That this application is not agreed as there seemed to be no direct benefit for the town.

Members commented that it was a large amount of money for something which would not benefit the town.

It was

PROPOSED by Councillor D Earl

SECONDED by Councillor A McNaughton

RESOLVED - That the Town Council do not grant this application but welcome further applications for future ventures which benefit the Town.

Encompass Group

Councillor D Earl declared an interest

The Town Clerk informed members that this was an active local group that directly helped people in the community and also makes donations to other organisations when able.

The sum requested £450

The Finance committee recommends that this was agreed.

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor P E George

RESOLVED - That the Town Council grant £450.00 to the group for the 2013/2014 financial year.

Pater Hall Community Trust

The Town Clerk stated that she had a few corrections to make with regard to this application.

There were no accounts accompanying the grant application and prior to the papers being sent out there were none showing on the Charity Commission site since the accounts ending the 31st March 2010, the Town Clerk stated that the accounts were made available via the Charity Commission site on the 4th October 2012. Councillor P Gwyther commented that the accounts were available six weeks ago, he commented that if the Town Clerk had clicked the button next to accounts on the Charity Commission website the information would have come up. Councillor P Gwyther commented that he felt the Pater Hall Trust not presenting accounts was not an issue as lots of accounts have been presented over the years and councillor's should know that the Pater Hall Trust are a bone fide association.

The Town Clerk commented that when the Trust was set up, the town council wished to keep the staff employed by them and they gave a 100% grant to the Trust to pay for the caretaking and cleaning costs of the hall. This was to help the Trust to set up and get going. Since this time, in accordance with the Charity Commission requests the Trust has become a separate entity. The Town Clerk stated that staff are still employed by the Town Council with the Town Council selling a cleaning and caretaking service to the Trust, and have paid back to the Trust 70% of the salary costs as a grant. Running costs may have increased but as was stated by the Company Secretary, unless the grant towards caretaking and cleaning costs are reduced there is no incentive to the Trustees to increase their income. Councillor P Gwyther commented that the Company Secretary made that comment over 4 years ago so that cannot be still used now as circumstances have changed.

The Town Clerk stated at the Town Council meeting on 6th September 2012 Councillor Gwyther reported that the Trust had not put in a grant application to the Town Council because the SLA in his view constituted a legal document and in the SLA it stated that the Town Council would pay a grant towards the cleaning and caretaking costs of the Hall. The only issue that was up for debate could possibly be the percentage given by the Town Council to the Trust.

The Town Clerk informed members that according to the advice given by Mr Laurence Harding as a result of Councillor Gwyther's comments, the SLA did not form a legal contract and the Town Council was not obliged to make any donation to the Pater Hall Trust. She stated that the SLA document was originally devised by Mr Ian Jones as Company Secretary/Town Clerk. The document was modified by agreement between the Trust and the Council and ratified by the Town Council. The Town Clerk commented that the Service Level Agreement was intended to form an agreement as to how the caretaking and cleaning of the Pater Hall should be managed.

It was commented that the Pater Hall Trust does not have a very good financial record at present, and will find it very hard to gain any further grants. It was commented that the funding for the Pater Hall Trust could never be seen as a permanent agreement as finances need to be reviewed on a regular basis. Councillor S Perkins stated that it is public money being spent and the Town Council need to be sure that the Pater Hall is what the local community want.

It was

PROPOSED by Councillor S Perkins

SECONDED by Councillor T Wilcox

RESOLVED - That the Town Council grant 70% of the caretaking and cleaning costs to the Pater Hall Trust for the year 2013/2014 only, but that it is reconsidered in twelve months' time for the next financial year when the building works will have been finished and the Trust will be marketing the hall.

Bi-Centenary group

The finance committee recommends that the Bi-Centenary group is given £5000. It was questioned whether the group had employed anyone, It was stated that the group did now have an employee who was currently arranging the 2014 celebrations and funding.

It was

PROPOSED by Councillor S Perkins

SECONDED by Councillor A McNaughton

RESOLVED - That the Town Council grant £5,000 to the Bicentenary group for the 2013/2014 financial year.

Precept Request

It was

PROPOSED by Councillor A Lee

SECONDED by Councillor S Perkins

RESOLVED - That the Town Council precept request for 2013/2014 financial year would be £150,720

It was commented that the Town Council would now be providing more services to the town and with the agreed grants it was a good use of the precept, by spending the money on what the local community want.

73. Town Council Website

The Town Clerk commented that since the last meeting the Town Council website has been made unavailable, she asked for the agreement of Council to put a specification out to contractors for costs.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor A Lee

RESOLVED - That the Town Council put together a specification for a new website and go out to tender to contractors

74. Valero Community Advisory Panel

The Town Clerk stated that she had copied a report sent to me of the meeting of the community advisory panel and included it in these papers for your information.

75. Argyle Medical Centre

The Town Clerk informed members that she had received a letter from the Medical centre that covers two issues.

1. Is a response to the letter which she was asked to write about the overhanging trees along the periphery of the medical centre land. The practice have confirmed that when the sap in the trees is receding the trees will be cut back and permission sought from the County Council as there are Tree Protection orders on the trees in question. Ms Nadia Sullivan has also confirmed this information.
2. The 0844 number should be changed to a 01646 telephone number from 1st October. They plan to have a poster campaign in the surgery and have ordered a re-print of their patient leaflet. They have pencilled in a meeting with Town and Community Councils for 7th November and the CHC to have an update.

It was commented that there is no queuing system when calling the surgery anymore, you have to keep dialling as the line was engaged most of the time.

76. Planning Consultations

The Town Clerk stated that she had received a letter from the County Council planning department. She commented that they have been sending out just basic details by post and directing us to their website to view/print the other documents relevant to that planning application. This has been the case for about 6 months. The County Council is running a pilot exercise to test the proposed changes. They are asking whether the Town Council will be a part of the pilot exercise and to feedback to them any concerns and issues.

The Town Clerk recommended to members that the Town Council take part in this pilot as we are already involved, which members agreed.

77. Premises licence Bargain Booze Plus- 27, Dimond Street

The Town Clerk commented that she had received a licence application from the County Council with regard to a premises licence for 27, Dimond Street for comment.

Filgi Varghese and Jose Kuriakose have applied for a licence to sell alcohol from 27, Dimond Street (the old beauty salon). They are hoping to supply alcohol from 6.00 am until 22.00, Monday through to Sunday.

Concerns were raised regarding underage drinkers, and was there the need to sell alcohol at 6.00am in the morning. The Town Clerk stated that the shop owners would have stringent ID checking policies in place which would be part of the licence. Councillor A Lee commented that she had received some feedback from local

residents, several of whom were not happy about the proposed licence.

78. South Hook Combined Heat & power Plant

The Town Clerk stated that she had received documents from South Hook CP which include the proposed build of a combined heat and power (CHP) plant within the existing boundary of the South Hook Liquefied natural gas terminal.

The CHP plant will provide high efficiency, low carbon heat and power to the adjacent LNG terminal, replacing imported power and natural gas combustion as the sources of energy for LNG Terminal operation. The project aims to meet the South Hook LNG Terminal's power demand and export surplus power to the grid. Overall the CHP Plant could be capable of supplying sufficient electricity to meet the needs of around 900,000 homes. There are meeting dates given where the current proposals can be viewed Saturday 29th September at Cedar Court, Milford Haven 10 am to 6 pm, Wednesday 3rd October at The School Room, Tier's Cross 12pm until 8 pm or Thursday 4th October at Pill Social Centre Cellar Hill, Milford Haven 12pm until 8pm.

79. Financial Request Santes Ffair after School and holiday Club.

The Town Clerk informed members that this club are looking for a £100 donation towards their activities. She stated that they are a not for profit organisation that aim to provide quality, safe and caring environment for children of working parents.

They are currently updating their IT equipment and would welcome a donation towards that.

It was

PROPOSED by Councillor C Fortune

SECONDED by Councillor M Colgan

RESOLVED - That the Town Council grant £100 to Sante Ffair Holiday Club to help towards IT equipment

80. Financial request

The Town Clerk stated that she had received a financial request from Bobath Cymru. Members stated that due to policies which were in place they would not be able to give any financial assistance.

71. SUPPLEMENTARY REPORT OF TOWN CLERK

81. Dyfed-Powys Police- Pembrokeshire Joint Community Consultative Meeting 2012

The Town Clerk commented that she had received a letter from Dyfed-Powys police explaining that a meeting to be held on Wednesday 10th October 2012 at 6.45 at the Merlin Theatre, Pembrokeshire College is an opportunity to receive information and to share thoughts on tackling crime, anti-social behaviour and community safety in the Town.

The Police have changed the format of the evening to make it more interactive and to give more time to share the views with senior representatives from Dyfed-Powys Police, the police authority, Pembrokeshire Community Safety Partnership and the Mid and West Wales Fire and Rescue service.

The evening is an excellent way to play a part in shaping future policing and community safety priorities for Pembrokeshire.

82. Fort Road, Road closure

The Town Clerk informed members that she had received a notice from the County Council notifying that Fort Road will be closed from 21.30hours on Friday 12th October until 0300 hours on Saturday 13th October, from the junction with the access to the properties known as Surehaven, west to the end of the public highway. Resurfacing work will be done. It was stated that Waterloo would be partially closed from 8th October to 29th October with traffic lights managing the traffic flow.

83. Declaration of Office

The Town Clerk stated that she had received the revised document from Councillor P Gwyther and Councillor M Murton, a copy of which was in members' papers. Councillor P Gwyther commented that the revised document was simplified with the unnecessary parts cut out. Councillor A McNaughton commented that from his understanding this document should not be worded like it was. The Town Clerk stated that she had received advice from Mr Laurence Harding the Monitoring Officer of the County Council who stated that it could state the legality but no one had been reported for reading only part of the declaration out and signing the full legal declaration. Members commented that they were not happy to agree this document and wanted further

clarification before they agreed to the final wording.

72. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

73. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Valero

Councillor P E George commented that as there were two representatives from Pembroke attending the Valero Community Liaison meetings why could Pembroke Dock not have more representatives. The Town Clerk suggested to Councillor P E George that this issue is brought to the next Liaison meeting.

Police Forum

Councillor M Murton commented that at the last meeting of the Police Forum it was stated that the speed guns had not been used as they needed to be sent away to be calibrated, she stated that the speed guns need to be calibrated every twelve months. Councillor M Murton commented that different officers were giving different warnings, so it had been agreed by head office that a policy would be produced to ensure that every officer is giving the same warning in similar situations. It was stated that the police had contacted the County Council regarding bin Lorries reversing in narrow streets and up one way streets, it was commented that cameras had now been installed on the lorries which were being checked on a regular basis. Priorities for this month were Commercial Row parking on double yellow lines and speeding on Hawkstone Road.

Councillor M Murton informed members at the November meeting the Bobby van would be in attendance to give advice on home security, in the December meeting there would be discussions regarding to methods of fraud being practiced on members of the public.

Pater Hall Trust

Councillor P Gwyther stated that there would be a Pater Hall Trust AGM on 16th October at 4.30pm.

Winter Festival

Councillor D Earl commented that the winter festival arrangements were underway. He stated that the parade would be similar to previous years, but would have more information on exact details at the next meeting. Councillor S Perkins stated that everyone was invited to come and help, she commented that Springboard would be working with the group this year and there would also be fireworks and music at Western Way and all support received would be great

Friends of the Memorial Park

Councillor S Perkins thanked the Town Council for the grant support agreed for the 2013/2014 financial year; she informed members that the group is now a registered charity and thanked the Town Clerk for all her hard work and support throughout the process. She commented that if members had any fundraising event ideas to help raise further funds to let her know as every penny makes a difference.

**74. FINANCIAL REPORT
ACCOUNTS FOR PAYMENT**

The following accounts are submitted for approval of payment:-

| Date | Description | Amount | Payment Method |
|-------------|---|---------------|-----------------------|
| 30/08/2012 | Post Office – Postage | £22.40 | |
| 31/08/2012 | Post Office – Postage | £2.15 | |
| 03/09/2012 | Clarity Copiers – Service Charge | £6.65 | BACS |
| 05/09/2012 | Princes Gate Water | £38.80 | CHQ 100150 |
| 05/09/2012 | Glowsticks.co.uk – Glow Sticks for festival | £138.59 | |
| 06/09/2012 | Craft items for Grotto | £22.05 | |
| 07/09/2012 | Craft items for Grotto | £4.27 | |
| 07/09/2012 | Stationary | £7.20 | |
| 13/09/2012 | Grotto Presents | £341.28 | |

| | | | |
|------------|---|---------|------------|
| 18/09/2012 | 1 & 1 Internet – Domain Name for new emails | £17.11 | CHQ 100151 |
| 19/09/2012 | BT Internet Service | £130.46 | |
| 19/09/2012 | Swalec – Electricity for Pump House | £12.48 | CHQ 100152 |

PAYMENTS PREVIOUSLY AGREED eg, Grants, Sec 137 payments, allowances

| Date | Description | Amount | Payment Method |
|------------|-----------------------------------|---------|----------------|
| 07/09/2012 | Swansea University – Welsh Course | £100.00 | CHQ100149 |

ACCOUNT RECIEPTS

| Date | Description | Amount |
|------|-------------|--------|
| | | |

SALARIES AND WAGES

| | | |
|-----------------------|--------------------|----------|
| 06/08/2011-05/09/2012 | Salaries and Wages | £3451.70 |
| 06/08/2011-05/09/2012 | Tax and NI | £957.01 |

ACCOUNT BALANCES

| | | |
|------------|----------------------|-------------|
| 25/09/2012 | HSBC Current Account | £9,626.27 |
| 25/09/2012 | HSBC Premium Account | £102,325.49 |

It was

PROPOSED by Councillor M Colgan
SECONDED by Councillor P Folland

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

75. AGENDA/REPORT ITEMS FOR THE NEXT MEETING

There are no items for the next agenda

76. COMMUNITY ISSUES

It was questioned whether there had been any feedback regarding the pavements. The Town Clerk stated that she had not received any response from the County Council but was due to meet with the Maintenance Manager and would discuss this issue with him then.

It was commented that there was some concern that the Mayor had been wearing the robes to private parties; it was questioned whether a policy would be needed as the robes should only be worn at civic functions. The Mayor commented that he was a busy man and did not have time to be running back and forth to the Town Council offices to drop off or collect the robes, he stated that two of the events attended were appropriate for the town and that issues like this should not be discussed outside of the council. It was stated that robes should only be worn at civic events and should not be worn at private events, it was commented that photos were in the paper about the events attended. It was agreed that as Councillor P E George was a senior member of the Town Council the mayor should liaise with her to iron out any issues or problems which may arise and if any advice is needed. It was agreed that no policy would be needed as long as robes were used for civic functions only.

77. MAYORS REPORT

The Mayor stated that he had attended the below events since the last meeting of the Town Council

- Hope - open day – 14th September
- Asda Litter Pick – Freshwater West – 14th September
- Silcox Brochure Launch – Folly Farm – 18th September
- Inauguration of Pembroke Power Station – 19th September
- Portfield Fair – Haverfordwest – 3rd September