

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 26th July 2012

PRESENT:

Councillors A McNaughton, P Kraus, M Murton, P Folland, PE George, M Colgan, K Becton, D Earl, J Phillips, P. Gwyther, T Wilcox, & A Lee

IN ATTENDANCE:

Moira Saunders- Town Clerk
Sarah Scourfield – Assistant Town Clerk

39. APOLOGIES FOR ABSENCE

Apologies were received from Councillors S Perkins

40. DECLARATIONS OF INTEREST

Councillor P E George declared an interest in item 39b of the Town Clerk Report (Close family friend)

Councillor T Wilcox declared an interest and left the room in items 39a and 44 of the Town Clerk Report (Officer of St Patricks Community Hall)

Councillor M Colgan declared an interest in item 39a and 44 of the Town Clerk Report (involved with St Patricks Community Hall)

Councillor D Earl declared an interest and left the room in item 44 of the Town Clerk Report (Officer on Festival Group)

41. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Nadia Sullivan approached members of the Council to ask for help and support. She informed members that she lives at 21 Argyle Street which is adjacent to the lane next to Argyle Surgery; she stated that there has been an issue with the trees overhanging from the surgery as they are touching her property and that the surgery no longer maintains the trees. Nadia stated that she had contacted Mrs Goldsworthy the practice manager on numerous occasions but she had not returned any of her calls, she commented that she contacted Councillor A Lee for some help on the situation. It was stated that the County Council had been contacted as the trees are within a conservation area and are subject to Tree Protection Orders, and the officers were happy for the trees to be maintained. Nadia questioned whether the Town Council would write to the surgery to help support her in getting the trees maintained. It was stated that if the surgery own the land they have a legal obligation for the trees to be maintained as branches should have 2 metre clearance of any pathway and 5 metres of any highway. It was suggested that the Town Council write to the surgery highlighting the issues and also contact the County Council regarding issuing a notice for the trees to be maintained.

42. MINUTES 28th JUNE 2012

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor P E George

RESOLVED - That the Minutes of 28th June are adopted as a true record.

43. MATTERS ARISING FROM THE MINUTES OF 28th JUNE 2012

There were no matters arising from the Minutes

44. REPORT OF THE TOWN CLERK

35. Extra staff member

The Town Clerk informed members that currently there are only 3 members of staff working for the Town Council:- Town Clerk, Assistant Town Clerk and caretaker.

She stated that the caretaking hours for the Pater Hall trust are currently reducing. According to the Service Level Agreement agreed between the Town Council and the Pater Hall Community Trust, the caretaker's minimum hours are to be 25. The Town Clerk informed members that this was becoming difficult to achieve, and to be fair to both the Trust and the caretaker there was no justifiable reason to employ a cleaner at 23 hours a week, as the rooms are not booked much the knock on effect is that there was less cleaning to do. The

Town Clerk commented that currently the caretaker was managing the cleaning needed in the Hall and the caretaker has also taken on some outside responsibilities which helps to maintain the working hours.

The Town Clerk commented that there was an issue that caused her concern and that was relief cover for the caretaking and the cleaning. It is always difficult to employ a relief caretaker/Cleaner as no hours can be allocated to anyone unless other staffs are absent.

The Town Clerk commented that as Councillors are saying quite frequently there seemed to be an issue with some areas of littering and dog fouling, she proposed that the Town Council recruit someone to work for 16 hours a week to supplement the street cleaning service that is provided by the County Council. She stated that she had already received the street cleaning rota from Mr Glenville Codd and she needed to work it through with him to determine where the service can be enhanced. Comments from Councillors would be welcomed as to the areas that need addressing.

The Town Clerk informed members that the extra person would be employed by the Town Council and not the Pater Hall Trust and duties of this extra person would include not only the street cleaning but could provide relief cover for the staffing of the Pater Hall, both in caretaking and cleaning, could work in the cemetery with the grass clearing, could help with the commitments in the Memorial park and any other services that the Town Council wish to provide for the community.

The Town Clerk asked members for their agreement that she works with the Personnel Committee to detail the duties and appoint someone. The Town Clerk stated that working on 16 hours a week, she did not anticipate the annual cost to be more that £7000. It was commented that this would be a positive step forward with the anticipated changes with the services to be provided with the County Council, and it would provide the Town Council with an on street presence and hit issues which are raised by members of the local community.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Colgan

RESOLVED - That the Town Clerk liaise with the Personnel Committee to detail the duties and appoint an extra member of staff.

36. Budget allocation

The Town Clerk stated that at the last town council meeting she reported that there was a sum of money to be transferred from the account of the Joint Twinning and Tourism bank account to the sum of £2882.50.

She commented that Council asked her to consider where this amount may be spent and she proposed that £1800 is allocated against the grants for outside organisations and the remainder can be used against any equipment and training that may be needed should Council agree to employing a new member of staff. All members agreed.

37. Town Regeneration or Town Plan.

The Town Clerk commented that at the last Town Council meeting she was asked to include this topic for this meeting.

She stated that one issue that would need to be undertaken was survey work to ensure that whatever proposals may be put forward by Councillors are what the community feel is important.

The Town Clerk informed members that there was a piece of work being undertaken by a county council officer Mrs Sue Lewis, which will end with a grant bid to improve safe routes around the town , some of the town council have been working with Mrs Lewis on putting together this bid. Once this bid report is complete which is believed will be around October 2012 the report will be given to the Town Council. This will at least cover some of the issues that affect the community. As part of a Town Plan others aspects of concern within the town must be addressed and these must be ascertained by more survey work.

As a result of this work being undertaken by Mrs Lewis a letter of support for the bid has been requested. It was

commented that the work undertaken has been brilliant, and during a 3 year period the whole of the town will be covered.

It was

PROPOSED by Councillor A Lee
SECONDED by Councillor P E George
RESOLVED - That the Town Council write a letter of support for the Safe Routes Bid.

It was suggested that a small committee was set up to look at the Town Plan and Regeneration for ideas, members agreed that Councillors M Murton, A Lee and Jane Phillips would be part of this group.

38. Play equipment

The Town Clerk stated that she had asked the County Council whether the Town Council could buy a piece of play equipment and give it to the County Council for them to install and manage. She stated that the answer received was that the County Council are trying to divest themselves of responsibility for play equipment. It was questioned why Pembroke got new play equipment and Pembroke Dock were offered nothing, the Town Clerk stated that she did not know the reason for this but had mentioned it to the County Council and was awaiting a response. Councillor J Phillips commented that she was always being approached by parents of the school asking if more equipment could be put in the park, the Town Clerk stated that the Memorial Park Group were working towards revamping areas of the park but this took time and money, she stated that the group are currently fundraising for the skate park which is the next section to be developed.

39. Financial assistance

a. St Patrick's Community Hall

Councillor T Wilcox declared an interest and left the room due to being a part of the management of St Patricks Hall

Councillor M Colgan declared an interest due to being involved with the St Patricks Hall group.

The Town Clerk commented that she had received a request from the management of St Patrick's community Hall for help towards the Annual Fun Day that was to be held on 28th July 2012. She stated that they were looking for £250, this money would go towards purchasing refreshment supplies, arts and crafts facilitator costs, bouncy castle hire and sundries such as medals, certificates and prizes for the races.

It was

PROPOSED by Councillor D Earl
SECONDED by Councillor K Becton
RESOLVED – That £150 is donated to St Patricks Community Hall

A Vote was taken and all members voted for the £150 to be donated to St Patricks Community Hall

b. Janita Taylor – Singing group

Councillor P E George declared an interest due to being a close family friend

The Town Clerk stated that she had received a letter from Janita Taylor explaining that she has started up a new group for singing.

The group consists of youngsters and some parents all from Pembroke Dock and Pembroke. They are being taught warm up exercises, some music terminology, basic singing techniques, harmonies and performance skills, with the goal of producing a show in December.

The group need to raise money for music, costumes, the hire of the hall is £80 per night and they have just discovered that their public liability and performing rights insurances need to be renewed by early December at the cost £350. They are fundraising frantically now.

They are asking for a donation from the Town Council to help them in their efforts.

It was

PROPOSED by Councillor M Murton
SECONDED by Councillor M Colgan
RESOLVED – That £200 is donated to Janita Taylor to help towards the singing group

40. Valero- Liaison Group

The Town Clerk informed members that she had received a letter from Valero explaining that the liaison group would now be recasted under the heading of "Community Advisory Panel". Panels such as this are in place at all Valero's refineries and are part of the Valero "Commitment to Excellence Management System".

"These panels ensure that Valero meets its commitments to take a leadership role in the communities in which we live and work and actively to communicate and engage with stakeholders.

Valero have had nominations of representative councillors from Pembrokeshire County Council. This ensures that the communities within Pembroke Dock are represented by Councillor Brian Hall. Valero is certain that the nominated councillors will continue to liaise with their respective town councils" It was commented that this was unfair that Town and community level is not represented at the meetings. It was commented that a the Town Council should write to Valero to express their dissatisfaction to which all members agreed.

41. Planning Decisions

- 11/1212/Pa**- Erection of one dwelling – 36 St Patrick's Hill, Llanreath, Pembroke Dock, SA72 6XQ – Granted
11/1140/Pa – Erection of a garage to rear – 5 Donovan Reed Gardens, Pembroke Dock, SA72 6EW – Granted
12/0006/Pa – Erection of 2 dwellings – Land North of Chandos, 53 Britannia Road, Pembroke Dock, - Granted
12/0008/PA- Two Storey extension – 25 Essex Road, Pembroke Dock, Sa72 6ED – Granted
11/0865/Pa – Farm diversification with private horse stables and manege together with dog breeding kennels- Bramble Hall Farm, Ferry Lane, Pembroke Dock, SA71 4RG – Granted
12/0058/Pa- Erection of a dwelling- Land to the South of 7 Imble Street, Pembroke Dock, Sa72 6QL – Refused
12/0117/PA- Extension to rear – 25 Albany Street, Pembroke Dock, SA72 6QJ- Granted
12/0120/PA- Single and two storey extensions – 76 Meyrick Street, Pembroke Dock, SA72 6AT- Granted

45. SUPPLEMENTARY REPORT OF THE TOWN CLERK

42. Louisa Sanders Trust

The Town Clerk stated that earlier in the year Councillor George asked her to check through the papers associated with this charity. On doing so she discovered that the charity registration had lapsed due to the non-submission of annual accounts and the annual return. This was a result of the death of the gentleman administering the charity.

The councillors previously involved in this charity have sought legal advice and with the agreement of them all they are to restart the process of getting the charity reregistered and will be looking to alter bank accounts etc. The Town Clerk commented that as a result of this she felt it wise to renominate councillors to act on this charity from this town council.

The Councillors involved were Councillors George and Colgan.

It was

PROPOSED by Councillor D Earl
SECONDED by Councillor P Folland
RESOLVED – That Councillors P E George and M Colgan represent the
Town Council on the Louisa Saunders Charity

43. Survey of Community Councillors

The Town Clerk stated that she had received an email from a County Council officer informing her that shortly there would be a survey question sent to all councillors this is as a result of the Local Government (Wales) measure 2011. The County Council are obliged to arrange a survey of all community council candidates. The Local Government Data Unit (a not for profit organisation) will be conducting the survey on behalf of the County Council.

There is no obligation to complete the survey questions. Councillors should be receiving the questionnaires next week.

44. RWE npower – Grants

Councillor D Earl and T Wilcox declared an interest and left the room
Councillor M Colgan declared an interest

The Town Clerk informed members that RWE npower are offering a Community Council grant which could be between £2000 and £2500. Currently there are three bids with them and they are asking that the Town Council

consider which organisation should receive any grant awarded. She stated that she had also been told by the company's representative that the Town Council can agree to split any grant between the three that are on the table.

The bids are from:
St Patrick's Hall in Pennar
The Pembroke Dock Festival Group
The Pater Hall

It was

PROPOSED by Councillor K Becton
SECONDED by Councillor P Folland
RESOLVED – That the grant is split three ways to ensure all the organisations benefit

45. Licensing application- ASDA stores Pembroke Dock

The Town Clerk informed members that she had received a licensing application from ASDA requesting an extension to their hours to sell alcohol. " To extend the hours for the supply of alcohol to 0600 to 2400 hours on Mondays to Sundays and to permit the provision of late night refreshment from 2300 hours to 2400 hours on Mondays to Sundays." Members agreed to support the extension of hours.

46. Pembrokeshire Coast National Park Authority Local Development Plan – Draft Supplementary Planning Guidance

The Town Clerk stated that she had received a letter explaining that Pembrokeshire Coast Park Authority had published a number of Supplementary Planning Guidance for public consultation. The consultation period on the guidance will run for a period of 12 weeks from 25th July to 19th October 2012.

It was agreed by members for the consultation committee to consider a response.

47. Pembrokeshire County Council – Local Development Plan

The town Clerk commented that she had received a letter from the County Council outlining the process of examination of the LDP to determine whether it is sound. She stated that if anyone wanted the details to contact the office.

48. ASDA Pembroke Dock's Big Litter Pick

The Town Clerk informed members that she had received a letter from the Community Life Champion of ASDA informing the Council that they intend to carry out litter picks between the 8th to 16th September 2012. This activity is part of ASDA's efforts to make a difference in the community.

She commented that they are looking for help with the litter pick and any volunteers are welcome and help with advertising the event.

49. Road Closure in Bush Street.

The Town Clerk stated that she had received an email detailing this road closure in August 2012.

"On Sunday 19th August 2012, no person shall cause or permit any vehicle to proceed along that section of Bush Street, Pembroke Dock, from its junction with Ferry Lane, west to its junction with Argyle Street.

The closure is necessary so that carriageway resurfacing work can be carried out.

The alternative route for traffic will be via Ferry Lane, A477(T), Waterloo roundabout, London Road, Criterion roundabout, Water / Laws Street and Bush Street.

Pedestrian and vehicular access will be maintained to affected properties for the duration of the closure.

The restrictions imposed by this notice will not apply to those vehicles associated with the works or emergency service vehicles, and will only apply during such times and to such extent as indicated by traffic signs.

It is intended that works are completed within the day; however this notice may continue in force for a maximum duration of 5 days if necessary."

50. Financial Assistance requests

Wales dyslexia- A charity based in Carmarthen offering a service to the whole of Wales.

Hafan Cymru- a charity based in Carmarthen offering support for victims of domestic abuse.

Members stated that both charities fall outside the remit of the Town Council policies so would be unable to

grant any funds.

51. Planning applications

- 12/0273/Pa** Llanion House
Pembroke Dock
SA72 6DY
Installation of 16 no solar panels
- It was **PROPOSED by Councillor D Earl**
SECONDED by Councillor M Colgan
RESOLVED – That the application was not supported due to the detrimental impact it would impose upon the conservation area.
- 12/0286/Pa** 30 Front Street
Pembroke Dock
SA72 6JX
Erection of a garage to rear
- It was **PROPOSED by Councillor A Lee**
SECONDED by Councillor M Colgan
RESOLVED – That the application was supported.
- 12/0193/Pa** Unit A, B, C, D Nestas Court
London Road Industrial Estate
Pembroke Dock
SA72 4RA
Installation of a 50Kw roof mounted photovoltaic array
- It was **PROPOSED by Councillor A McNaughton**
SECONDED by Councillor P Gwyther
RESOLVED – That the application was supported.

52. Planning Decisions

- 12/0105/Pa** – Renovation and refurbishment to create 2 no residential units and retention of A1 retail unit – 25 Dimond Street, Pembroke Dock, SA72 6BT – **Granted**
- 12/0144/Pa** – Proposed barn conversion to holiday unit/annex linked to Kingswood Farm Cottage – Land to the North of Kingswood Farm, London Road, Pembroke Dock – **Granted**
- 12/0153/PA** – Change of use of first and second floors from 2 no flats (C3) to 2 no offices (B1) – Master Shipwrights House, 2 The Terrace, The Dockyard, Pembroke Dock, SA72 6YH - **Granted**

46. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

47. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

a) RWE n Power

Councillor M Colgan commented that she had recently attended a meeting with RWE npower who informed members that Alstom will be leaving site by beginning of September, but they would still be involved in follow up works.

b) Police Forum

Councillor M Murton commented that she had attended a recent meeting of the Police Forum and stated that there has been a lot of activity throughout the month. She commented that a system had been put in place to deal with parents and children involved in incidents throughout the town and it seemed to be having a good effect as the children are facing up to people and apologising for any nuisance caused. She stated that the PCSO's are doing a lot of good work in the Town, but during the next month or so there will only be two police officers available due to holidays and officers being transferred to London for the Olympics. Councillor M Murton stated that there had been progress on the speed gun and training had now been received and the gun was now in operation.

c) Pater Hall Community Trust

Councillor P Gwyther informed members that the Trust had been fined £1,500 by Companies House due to the accounts being sent in very late (for 2010/2011 financial year). Councillor Gwyther stated

that he had recently met with the architects and County Council grant officers who had informed him that the costing for the proposed developments had increased drastically, he stated the initial figure was £118,000 plus vat plus fees and the new figure is £147,000 plus vat plus fees which is a huge increase. Councillor Gwyther commented that the Trust now have to revise the planned work and try to cut down on the developments to a smaller scale, he stated that the breakdown of the costs had not yet been received so they were unsure of which areas would be scaled down.

d) Winter Festival

Councillor D Earl stated that there had been a provisional date set for the Winter Festival lantern Parade which was 7th December. He commented that he was finalising the Summer Festival accounts and once they had been agreed he would present them to Council.

**48. FINANCIAL REPORT
ACCOUNTS FOR PAYMENT**

The following accounts are submitted for approval of payment:-

Date	Description	Amount	Payment Method
21/06/2012	Postage	£10.80	
25/06/2012	Zephyr- Armed Forces Day Flag	£16.20	
26/06/2012	SLCC Regional Conference – Swansea	£102.00	CHQ 100142
29/06/2012	Mileage Course Cardiff total of 198 miles	£78.00	
02/07/2012	Swalec – Albion Square	£29.76	CHQ 100143
03/07/2012	British Legion Poppy Appeal	£18.50	CHQ 100144
09/07/2012	Clarity Copiers Service Charge	£2.18	

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

Date	Description	Amount	Payment Method
03/07/2012	SLCC Membership	£157.00	CHQ 100140
03/07/2012	Pembroke Dock Sea Cadets	£260.00	CHQ 100138
03/07/2012	Sunderland Trust Grant	£200.00	CHQ 100139
03/07/2012	Vagrants Crew	£400.00	CHQ 100141

ACCOUNT RECEIPTS

Date	Description	Amount

SALARIES AND WAGES

06/06/2011-05/07/2012	Salaries and Wages	£ 3,417.58
06/06/2011-05/07/2012	Tax and NI	£ 1,035.54

ACCOUNT BALANCES

19/07/2012	HSBC Current Account	£ 13,825.69
19/07/2012	HSBC Premium Account	£ 62,319.75

It was

**PROPOSED by Councillor P Folland
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.

49. BDO EXTERNAL AUDIT

The Town Clerk informed members that the internal audit had been completed and the external audit now needed to be signed off. The External auditors for the Council are a company called BDO and they have reiterated what the internal audit picked up. Issues raised were regarding the purchase of a safe for petty cash and important files. The Town Clerk stated that the council were asked to complete a questionnaire which is to be completed by 5% of Councils in the external audit and from this questionnaire it was picked up that the risk assessment needed to be reviewed on a yearly basis and that the financial regulations the Town Council currently have in place are out of date and need to be updated. The Town Clerk informed members that the relevant changes will be completed and put to the finance committee.

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

RESOLVED - That the Town Council approve the external audit and changes needed and it is signed and sent back for completion

50. AGENDA/REPORT ITEMS FOR THE NEXT MEETING

There are no items for the next agenda

51. COMMUNITY ISSUES

It was commented that there had been issues raised regarding speeding across Bush Street, it was stated that this was best brought to the next meeting of the Police Forum for action to be taken.

It was asked if a letter of condolence could be sent the family of former head master of Pennar School Mr Meyrick Rowlands. All members agreed.

52. MAYORS REPORT

Below is a list of events attended by the Mayor throughout the month.

30th June	Armed Forces Day – Pembroke
30th June	Armed Forces Day – Neyland – not attended as event at the same time.
30th June	Milford Haven Civic Service
1st July	Neyland Civic Service
3rd July	Beating of the Bounds – Haverfordwest
4th July	Pembroke Day Malta – not attended due to distance
16th July	Pembrokeshire Housing AGM
19th July	70 th Anniversary loss of Wellington N2749- Sunderland Trust
20th July	Milford Haven Port Authority Consultative meeting – not attended
22nd July	Narberth Civic Service
23rd July	St Govans Centre- Cake Competition
26th July	Stackpole Mencap Gardens Open Day
26th July	Care in hand office opening – Pier Road
26th July	Sunderland Trust – Soft Opening Fleet Surgeons House