

At a Meeting of Pembroke Dock Town Council
held at the Pater Hall, Pembroke Dock on
Thursday 1st September 2011

PRESENT:

Councillors A McNaughton (Mayor),
M Murton, K Becton, P Kraus, D Earl, T Wilcox, C Fortune,
J Phillips, A Lee & C Gwyther (7.30)

IN ATTENDANCE:

Moira Saunders- Town Clerk
Sarah Fletcher

58. APOLOGIES FOR ABSENCE

Apologies were received from Councillor S Perkins, P Gwyther, M Colgan and P E George.

59. NEW COUNCILLOR DECLARATION OF OFFICE

Mrs Alison Lee read out her declaration of office and signed to confirm her post as Councillor for Central Ward.

60. DECLARATIONS OF INTEREST

Councillor T Wilcox declared an interest in Planning Application

61. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Mr Graham Roberts approached members regarding the recent issues regarding the ESTYN report at Pembrokeshire County Council, the Town Clerk informed Mr Roberts that this issue was in the report of the Town Clerk.

Mrs Manning approached members of the council, she commented that it had been 6 months since the new parking restrictions had come into force, and wanted to know about permits and if parking bays are being moved as she felt there was no communication with residents of the area. She questioned how the County Council could stop shoppers parking in the bays when shop owners are parking in the bays all day, Mrs Manning commented that she felt wardens were favouring people. Councillor K Becton commented that permits had been applied for and relevant forms had been signed 4 weeks ago.

It was

**PROPOSED by Councillor C Fortune
SECONDED by Councillor M Murton**

RESOLVED - That the County Council should be approached to highlight Mrs Mannings concerns.

62. MINUTES

Cllr C Fortune commented that there was an error in minute 50 it should read Cemetery not Cemetary.

It was

**PROPOSED by Councillor M Murton
SECONDED by Councillor J Phillips**

RESOLVED - That the Minutes of 28th July 2011 are adopted as a true record with the relevant changes.

**63. MATTERS ARISING FROM THE MINUTES OF 28th JULY 2011
Cemetery maintenance**

It was questioned if there had been any developments regarding the Cemetery, The Town Clerk stated that a meeting was being set up.

Cruise Ship - Lady Carey

Councillor Andrew McNaughton informed members that he had recently met with Lady Carey the wife of the Archbishop of Canterbury, who stated she had enjoyed her visit to Pembrokeshire. Councillor M Murton commented that the report produced in the Western Telegraph was good publicity for Pembroke Dock.

64. REPORT OF THE TOWN CLERK

75. Agenda Items

The Town Clerk stated in the last meeting the agenda item of 'Any Other Business' was no longer acceptable as any decisions made under this heading were unlawful as 3 days clear notice could not be given.

The Town Clerk quoted Mr Laurence Harding, Monitoring Officer for Pembrokeshire County Council:-

"The 3 days clear notice of the agenda (and the items of business) is a legal requirement –paragraph 26(2) (b) schedule12 Local Government Act 1972. Its purpose is to allow the constituents time to lobby the councillors with their views on the upcoming decisions- a democratic principle that decisions by councillors should have regard to the electorates views as well as consider other salient facts.

AOB is unacceptable because the decision on items of business which have not been published (save in the case of proven urgency) cannot be acted upon since it conceals rather than reveals the business which the council will be making decisions on. The Courts in Longford Parish Council v Wright (1919) held that a council cannot lawfully decide any matter which is not specified in the summons."

The Town Clerk commented that members use the AOB item to report any maintenance issues or areas of concern that arise that they wish to be followed up by the Clerk, members agreed for AOB item to be renamed as Community Issues.

The Town Clerk stated that she had added to the agenda the item that allows members to raise any issue that they may wish to have added to the agenda for the following meeting.

76. Annual Meeting and Mayor making 2012

The Town Clerk commented that she had been informed by the elections office of Pembrokeshire County Council that the elections will be on the first Thursday of May 2012. After discussion with The Clerk to Pembroke Town Council the Town Clerk proposed that the annual meeting and Mayor making took place on 17th May 2012, all members agreed.

77. Argyle Medical Group

The Town Clerk informed members that she had received letters from Mrs Juliet Goldsworthy and Mr Ashley Warlow of the CHC.

She stated that in the letter Mrs Goldsworthy offered a meeting to include two people from each of the CHC, Hywel Dda, Pembroke Town Council, Pembrokeshire County Council and Pembroke Dock Town council with 4 of the GP partners of the medical group.

The date offered was 6th September, In his letter Mr Warlow made it clear to Mrs Goldsworthy that he was unable to attend on 6th September and as the CHC had received many complaints regarding the access to appointments at the surgery he expressed his displeasure that there had not been an attempt to find a mutually convenient date so that the CHC could be represented.

The Town Clerk informed members that she had contacted Mrs Goldsworthy in an attempt to reorganise a date when Mr Warlow could be available, Mrs Goldsworthy offered the date of 30th September at 12.00pm. The Town Clerk asked members to decide who should attend such a meeting, it was agreed that the Town Clerk along with Councillor C Fortune should attend the meeting.

78. Christmas lighting for winter 2011/12

The Town Clerk informed members that attached to the papers was a report produced by the Assistant Town Clerk explaining our proposals for the oncoming Christmas lighting season.

In the report a proposal had been made that a new set of lights are leased for Dimond Street in an attempt to brighten the display for the main street in the town centre. The Town Clerk informed members that Mr Brockway had been reviewing the safety of

the existing lighting members felt that the best option would be to lease the lighting and agreed on the refurbishment of;

| | |
|-----------------------|-----------------|
| Snowman | £180.00 |
| Twin Candles x5 | £600.00 |
| Lantern | <u>£300.00</u> |
| Delivery & collection | £ 90.00 |
| Total | £1170.00 |

It was **PROPOSED by Councillor D Earl**
RESOLVED - That the Star swirl design should be leased

It was **PROPOSED by Councillor M Murton**
SECONDED by Councillor J Phillips
RESOLVED - That the Starburst design should be leased.



79. Withybush Hospital – closure of beds

The Town Clerk informed members that Councillor McNaughton had asked for this to be added to the report. Councillor McNaughton commented that 6 beds have been closed on Ward 1 due to spending cuts, It was commented that the beds had been closed due to holidays and sickness, as the beds could not be manned.

80. Green bag scheme-Pembrokeshire County Council

Councillor McNaughton has asked to include this item. Councillor McNaughton commented that the County Council were proposing to stop collection of garden waste via the green bags and provide a wheelie bin scheme, he stated that this would not be very practical for many properties in Pembroke Dock.

Members commented that there had been no consultation with councillors or residents and felt a letter of complaint should be sent to the County Council.

81. Santes Ffair afterschool and holiday club

The Town Clerk informed members that some time ago this organisation asked the Town Council to help with some financial assistance towards a project they have been running that was initiated by the BBC Hands on History Activity Pack. She stated that a balance sheet had been received from the organisation. They state that they are a not for profit organisation. As at 31st March 2010 they show a balance of £1988.62.

It was **PROPOSED by Councillor C Fortune**
SECONDED by Councillor T Wilcox
RESOLVED – That £200.00 is granted to the Santes Ffair afterschool and holiday club.

82. New premise licence-Royal Dragon , 53 Bush Street

The Town Clerk stated that the licence was to allow the Royal Dragon to use the ground floor for a restaurant and take away and the basement for functions. It covers music both live and recorded and alcohol. A maximum of 2 persons singing or playing instruments in the basement or ground floor to be allowed, also to allow background music. For 10.00am until 23.30 Monday to Thursday, 10.00am until 0130 Friday and Saturday and 10.00 am until 23.00 on Sunday.

It was **PROPOSED by Councillor K Becton**
SECONDED by Councillor C Fortune
RESOLVED – That the Town Council support this application.

83. European Contract Team

The Town Clerk informed members that she had received an email from Ms Amie Rowland who was European Contract Officer for the County Council. She explained

about the various projects being planned for Pembroke and Pembroke Dock. The projects that affect Pembroke Dock are the proposed development of the garrison Chapel and the Pater Hall.

84. Age Concern Pembrokeshire

The Town Clerk stated that she had received a letter from Age Concern Pembrokeshire asking the Town Council to re-join this organisation. They inform that a General Meeting will be on September 27th and the Annual General meeting will be held on 9th November 2011. If the Town Council wish to renew their membership this needs to be done by 20th September 2011. It seems that there is no fee to renew the membership.

It was

**PROPOSED by Councillor D Earl
SECONDED by Councillor M Murton**

RESOLVED – That the Town Council wish to renew their membership with age concern.

85. Pembroke Dock Harlequins-financial assistance

Cllr T Wilcox declared an interest and took no part in discussion or voting

The Town Clerk informed members that she had received a request from the Quins for financial help of £500 to help with general running costs at the club. This organisation help 300 local people including many children and at least 2000 to 3000 use the hall in a year. They aim to promote Rugby in all age groups. The accounts for 2011 show that they had £2157.66 as a closing balance. Members agreed that they could not fund running costs.

86. Councillor Vacancy-Pennar

I have now been informed from the elections office in the County Council that this vacancy can be filled by co-option. With Members agreement I will display notices asking for volunteers.

87. Oxygen Therapy centre-Cardigan

The Town Clerk informed members that she had received a letter from the Oxygen Therapy Centre based in Cardigan asking for financial help as they operate only on donations and voluntary working, they do not receive any NHS grants. The Therapy is available to people from Pembrokeshire. Members agreed that due to the organisation being outside the Pembroke Dock area they were unable to offer any financial assistance due to policies set in place.

88. Briefing Note – ‘Gagged or Not gagged’

The Town Clerk informed members that she had enclosed in the papers a copy of a briefing note that the Monitoring Officer had provided in response to concerns raised by County Council members as a result of a recent seminar by the Ombudsman’s Representative on the application of the Code of Conduct.

The Town Clerk felt that it would be useful reading for all councillors.

89. Planning Decisions

11/0026/PA – Renovation and refurbishment with remodelling of all floors and external alterations and formation of 22 residential units – 16-19 Commercial Row, Pembroke Dock – **Granted**

11/0122/PA- Change of use from Class A1 to use class D2 Gymnasium- Ground Floor, 20 Gordon Street, Pembroke Dock – **Granted**

11/0230/PA – Erection of fence – 76 Stockwell Road, Pembroke Dock, Sa72 6TQ - **Granted**

11/0296/TF – Felling of 3 dangerous trees – Ferry Wood, Cleddau Business Park, Pembroke Ferry, Pembroke Dock – **Granted**

11/0196/PA – Pair of semi-detached houses – Plot 4, Land at Grove Street, Pennar, Pembroke Dock- **Granted**

65. SUPPLEMENTARY REPORT OF THE TOWN CLERK 90. Memorial Park-Planning application

The Town Clerk informed members that the planning application that had been made by the Friends of the Memorial Park to be able to build a Skate Park and a BMX track was being considered by the County Council on Tuesday 13th September 2011. The hope was that the planning consent will be given at that meeting and the developments can begin.

91. The CSSIW and ESTYN report on the issue of safeguarding of children in Pembrokeshire County Council.

Members raised concerns regarding this issue. Members were informed that the County Council were to agree an Action Plan, which had been put together by the Chief Executive and other members of the County Council. The Action Plan was to be considered at a meeting of the reforming committee on Monday 5th September and there was then an Extraordinary meeting to be held on Tuesday 6th September for approval of the Action Plan.

Members were informed that UNISON had requested a meeting regarding constituents and staff but had been denied. It was agreed that a letter should be sent to the County Council to highlight members concerns.

92. Sunderland Trust

The Town Clerk informed members that a letter had been received from the Sunderland Trust asking for sponsorship for a 1940's Childrens Art competition with the Prize being £100.

It was

**PROPOSED by Councillor J Phillips
SECONDED by Councillor C Fortune**

RESOLVED – That the Town Council donate £100 to the Sunderland Trust for this competition.

66. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

67. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Police Forum

Councillor M Murton informed members that she attended the recent Police Forum she stated that PC Trish Dixon had left Pembroke Dock, but had no information on the new PC.

68. FINANCIAL REPORT

Accounts for Payment

The following accounts are submitted for approval of payment:-

| Date | Description | Amount | Payment Method |
|-------------|--------------------------------------|---------------|-----------------------|
| 29/07/2011 | Postage | £7.73 | Petty Cash |
| 10/08/2011 | Clarity Copiers – Service Charge | £12.48 | CHQ 100098 |
| 12/08/2011 | Post Office – Postage | £4.32 | Petty Cash |
| 16/08/2011 | BT- Internet Services for Pater Hall | £118.76 | Direct Debit |
| 23/08/2011 | Wilkinsons – Paper and stamps | £21.84 | Petty Cash |
| | | | |

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

| Date | Description | Amount | Payment Method |
|-------------|----------------------------|---------------|-----------------------|
| 0/08/2011 | Daniel Rolls Grant sec 137 | 200.00 | CHQ 100097 |

ACCOUNT RECIEPTS

| | | |
|------------|--------------|------------|
| 22/08/2011 | PCC- Precept | £50,333.00 |
|------------|--------------|------------|

SALARIES AND WAGES

| | | |
|-----------------------|--------------------|------------|
| 06/07/2011-05/08/2011 | Salaries and Wages | £ 3,902.53 |
| 06/07/2011-05/08/2011 | Tax and NI | £ 1,011.94 |

ACCOUNT BALANCES

| | | |
|------------|----------------------|------------|
| 25/08/2011 | HSBC Current Account | £19,978.43 |
| 25/08/2011 | HSBC Premium Account | £80,997.18 |

It was

PROPOSED by Councillor K Becton

SECONDED by Councillor D Earl

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

69. AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Councillor K Becton gave her apologies for the meeting of 29th September 2011
Councillor D Earl - Bush Stop on Bush Street/ Low Level Buses

70. ANY OTHER BUSINESS

This item is to be renamed to Community Issues at the next meeting.

Meeting finished at 19.34