

At a Meeting of Pembroke Dock Town Council  
held at the Pater Hall, Pembroke Dock on  
Thursday 16<sup>th</sup> February 2012

**PRESENT:**

Councillors A McNaughton, P Kraus, P Folland, S Perkins, M  
Murton, A Lee, M Colgan, P E George, P Gwyther, J Phillips,  
C Gwyther, T Wilcox, C Fortune

**IN ATTENDANCE:**

Moirsa Saunders- Town Clerk  
Sarah Scourfield – Assistant Town Clerk

**129. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor K Higgs, D Earl.

**130. DECLARATIONS OF INTEREST**

There were no Declarations of Interest received from members.

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

There were no questions from the members of the public

**132. MINUTES**

It was

**PROPOSED by Councillor M Colgan**

**SECONDED by Councillor P Folland**

**RESOLVED - That the Minutes of 19<sup>th</sup> January 2012 are  
adopted as a true record.**

**133. MATTERS ARISING FROM THE MINUTES OF 19<sup>th</sup> JANUARY 2011**

**Minute 147 Pembroke Road/Ferry Lane Junction**

It was questioned if there was any progress with this issue the Town Clerk stated that there had been no movement to date.

**Minute 149 West Wales Maritime Heritage – Royal Jubilee Celebrations**

The Town Clerk informed members that she had received a letter which included all the outline costs for the event; she stated that the information would be brought to the next meeting of the town council.

**Minute 127 Community Issues**

The Town Clerk informed members that she had notified the County Council regarding the Bush Street Path and Public Toilets. Members commented that they had recently attended a meeting with Sue Lewis from the County Council who is putting together plans for safe routes to schools to make a bid for funding, and stated that the path along Bush Street was part of those plans.

The Town Clerk stated that she had also written to Bet Fred regarding the cigarette ends outside the front of the property, it was stated that sufficient bins being provided for cigarette ends could now form a part of planning consent. The Town Clerk stated that she had also contacted B&Q and had received a response; B&Q stated that their bins and skips are covered so any rubbish in the area would not be theirs. The Town Clerk stated that she had contacted Morbaine regarding the poor state of the roads by McDonalds and they stated that they did not own that part of the road, Councillor S Perkins stated that property management at the County Council should be contacted to clarify it.

Councillor S Perkins informed members that the bike track was completed, she stated that she is waiting for the wall to be completed, and she will have more information at the next meeting.

Councillor P Folland questioned if there had been any response regarding the road markings on Commercial Row, it was commented that due to the heavy traffic on that

road the markings would wear away and it was something which could not be avoided, the Town Clerk commented that she would chase the issue with the County Council.

#### **134. REPORT OF THE TOWN CLERK**

##### **165. PACTO –Pembrokeshire Association of Community Transport Organisations-Town Rider service.**

The Town Clerk had reported on the problems that this service was suffering as a result of the Welsh Government stopping the funding to this pilot project.

The Town Clerk stated that she had written to Mr Carl Sargeant AM with copies to Mrs Angela Burns AM and the Older People's Commissioner for Wales. She stated that she had received replies from all of them, mostly stating that they are putting pressure on the Minister, Mr Carl Sargeant AM to rethink the withdrawal of the funding from this service.

The Town Clerk informed members that she had also received a request from PACTO asking the Town Council to help fund this service from April. The Town Clerk stated that they were asking for substantial funds from the Town Council, Pembroke and Milford Haven to keep this service going. This service was obviously important to many in the Town, but the Town Clerk commented that as members were aware the budget had now been set for 2012/13 and as members have decided not to increase the precept request there is very little room in the budget to make any large payments.

The Town Clerk stated that as members were aware the rate of inflation had been running at around 5% this last year and the precept had not increased at all for a few years.

Councillor P E George commented that she had attended a recent meeting with the group, attendees were informed that there were 172 users of the service from Pembroke and Pembroke Dock area, she stated that members of the meeting were informed that Town Councils would be unable to support this service as budgets had already been set for the upcoming year. Councillor George stated that users of the service were prepared to pay a small sum of money for their journeys in order to keep the service going. It was agreed by all members that as the precept had already been set for the upcoming year there would be no available funds to be able to support this service.

##### **166. Hywel Dda**

The Town Clerk stated that there were two issues that she needed to mention to members.

##### **MIU Closure**

The Town Clerk stated that she had sent out to all members a copy of the meeting that was held on 19<sup>th</sup> January in Pembroke which described what issues were covered.

She commented that there had also been a trip to Carmarthen to present a petition to Mr Chris Martin of Hywel Dda expressing public opposition to the closures, which was organised by Pembroke and Tenby.

The Town Clerk informed members that It seemed both the MIU at South Pembs and Tenby Hospital will be open at the start of April 2012.

##### **Discussion Document- Hywel Dda Health Board**

The Town Clerk stated that she had received this document which was described by Hywel Dda as a listening period, pre consultation phase.

She stated that she had copied the document to everyone and as it could be completed on a personal basis she encouraged anyone to do that, she commented that should any member want extra copies they can be printed in the office. The Town Clerk questioned if members wanted a response to be made to the document on a corporate basis by the Town Council, it was agreed by members that the Town Council should also send a response.

The Town Clerk reminded members that there was to be a Health event on 20<sup>th</sup> February between 11.00am and 6.00pm at the Bridge Innovation Centre, Pembroke Dock.

**167. Budget 2011/12**

The Town Clerk informed members that she had included a report on the budget to date for information. She stated that she would be unable to give members a report on the Council's reserves and spending accurately until the end of March.

**168. Building Developers in Pembroke Dock.**

The Town Clerk stated that she had been asked by Councillor Murton to raise this issue for discussion.

As one of the issues causing concern was with regard to bonfires she had discovered from the County Council that there was no restriction on domestic bonfires but if there are bonfires set by commercial companies then contact can be made with the County Council to deal with the problems. It was commented that the Environmental Health Officers at the County Council are very helpful and will assist where possible.

**169. Samaritans of Haverfordwest**

The Town Clerk stated that she had received a request for financial assistance. 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.

**170. Dyfed-Powys Crime Prevention Trust's Bobby Van Scheme**

The Town clerk stated that she had received a request for financial support from the Bobby van Scheme. The budget for donations is currently overspent, but should Council wish to offer some help this could be delayed until April 2012. Members agreed for this to be delayed until April 2012.

**171. RWE npower renewables- Public Consultation report Atlantic Array Offshore Wind Farm**

The Town Clerk commented that she had received copies of this report if any members wish to read it.

**172. Bus shelter provision in Pembroke Dock**

The Town Clerk informed members that she had received an answer from Mr Simon Rees of the County Council to my question regarding the type of bus shelters provided in the town.

*For the past few years bus shelters have been the subject only of occasional grant funding from WG. This funding tends to either be specific to a bus route, or as part of a 'Safe Routes' improvement programme. With this in mind it has been very difficult to apply a general policy on replacement. A few of these new shelters have been installed in the Pembroke Dock area as a result of grant-funded works last year to improve facilities on the 349 Bus Service, with the sites being identified by means of consultation with the service operator, First Cymru. Those sites highlighted as priority have now been addressed, and there are no further funds available for this route.*

*The decision of which type of shelter is employed at a given location tends to be looked at on a case by case basis, but the great majority of shelters installed in recent years have been of the prefabricated steel/polycarbonate variety, which are favoured for their ease of upkeep and resistance to antisocial behaviour. The prefab shelters are supplied and installed by a company that was successful in tendering for the work. The alternative of a bespoke brick/block shelter has tended to only be employed where specific planning or conservation issues apply.*

*I should point out that some new shelters built around the county have been funded by town/community councils themselves, and I have assisted with supplying price/contact information for the County Council's successful tendered supplier. Our supplier requires an order of at least three shelters in order to make the trip (from Scotland) to install them viable. I have therefore also assisted with coordinating orders for shelters on behalf of communities in order to help manage these issues.*

*The only other circumstance in which a shelter may be replaced is as a result of insured accidental damage, I can only think of two such replacements in recent years and both were replaced on a like for like basis.*

It was commented that Bus Shelters could be a part of the Safe Routes proposals and that a copy of the map with all the initial ideas on will be sent to the Town Clerk. The Town Clerk informed members that providing Bus Shelters is a power which that the Town Council could take on.

**173. Celebrating the opening of the Wales Coast Path.**

The Town Clerk stated that she had received a letter from the National Park Authority asking whether the town will be celebrating the opening of this path. If so there could be funding available up to £3000 which has to be sought from CCW. If there is any interest in putting on an event the deadline for funding is 14<sup>th</sup> May 2012.

**174. South Area Liaison meeting-Pembrokeshire County Council**

The Town Clerk informed members that the next meeting will be on Tuesday 6<sup>th</sup> March at 7.00pm in Pembroke Town Hall.

**175. Mayor and Deputy Mayor Elect – Nominations**

The Town Clerk stated that there was a need to nominate and elect the Mayor and Deputy Mayor Elect for the coming year of 2012/13.

She stated that any election has to be made with the understanding that there is a council election in May 2012, so the result after 3<sup>rd</sup> May could be different.

It was

**PROPOSED by Councillor S Perkins**

**SECONDED by Councillor M Colgan**

**RESOLVED - That Councillor P Kraus Mayor for 2012/2013**

A Vote was taken and all members agreed.

It was

**PROPOSED by Councillor P Gwyther**

**RESOLVED - That Councillor P E George is Deputy Mayor for 2012/2013**

Councillor P E George stated that she would not be able to do it for the upcoming year but thanked Councillor Gwyther

It was

**PROPOSED by Councillor S Perkins**

**RESOLVED - That Councillor M Murton is Deputy Mayor for 2012/2013**

Councillor M Murton thanked Councillor Perkins but commented that she would not be able to fulfil all of the duties.

It was

**PROPOSED by Councillor S Perkins**

**SECONDED by Councillor M Colgan**

**RESOLVED - That Councillor J Phillips is Deputy Mayor for 2012/2013**

Councillor J Phillips accepted the proposal. A Vote was taken and all members agreed.

**176. Town Council meeting dates 2012/13**

The Town Clerk suggested the following dates for the next year:

17 <sup>th</sup> May 2012	Annual meeting and Mayor making
31 <sup>st</sup> May 2012	Town Council
28 <sup>th</sup> June 2012	Town Council
26 <sup>th</sup> July 2012	Town Council
6 <sup>th</sup> September 2012	Town Council
4 <sup>th</sup> October 2012	Town Council
1 <sup>st</sup> November 2012	Town Council
29 <sup>th</sup> November 2012	Town Council
13 <sup>th</sup> December 2012	Town Council
10 <sup>th</sup> January 2013	Town Council
7 <sup>th</sup> February 2013	Town Council
7 <sup>th</sup> March 2013	Town Council
4 <sup>th</sup> April 2013	Town Council
9 <sup>th</sup> May 2013	AGM and Mayor making

Members agreed the above dates.

### **177. Civic Functions May 2012**

The Town Clerk commented that normally the Annual meeting and the mayor making takes place on the Thursday evening, this year the 17<sup>th</sup> May. On the Friday following that there is a function held in the Cleddau Bridge Hotel. She questioned if this is what members want to happen this year. Members stated that it would be unfair for this year to change the events, but felt that in future years changes would have to be made as the events can be expensive.

It was

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

**RESOLVED - That Civic Functions need to be changed with venue changes being made and also the number of occasions being looked at.**

### **135. SUPPLEMENTARY REPORT OF THE TOWN CLERK**

#### **178. Councils at Prayer**

The Town Clerk stated that as most will know there has been a court case reported this week where Bideford Town Council had been challenged by a former town councillor for its practice of holding prayers at the opening of its council meeting. The ruling was that the saying of prayers as part of a formal meeting of a Council is not lawful under section 111 of the Local Government Act 1972 and that there is no statutory power permitting the practice.

As yet it is early days in this legal process and there may be changes to this ruling.

The Town Clerk informed members that currently as Clerk, she summons Councillors to attend a Town Council meeting but although prayers are held at 6.30 with the Council meeting starting at 6.35, she commented that she felt that it would be wiser to separate the notice about prayers from the summons. With members agreement she suggested that a separate notice is sent with the standard papers including the summons to attend a meeting from the clerk, from the Mayor notifying each councillor that prayers will be said at 6.30 pm. After Discussion

It was

**PROPOSED by Councillor S Perkins**  
**SECONDED by Councillor M Murton**

**RESOLVED - That prayers would be removed from the Agenda and summons and put on a separate sheet for members who wish to attend.**

#### **179. Replacing play equipment**

The Town Clerk stated that she had been approached by Mr Russell Murray of the County Council with regard to replacing play equipment at the Western Way car park. She stated that during discussions with him he had £20,000 to use before the end of March this year. He had asked about the Marina development as this play park lies within that area.

The Town Clerk stated that Mr Murray was to contact her again at the start of next week to discuss further. She questioned if members agreed with this replacement or should the money be spent in the Memorial Park to provide play equipment for the younger children there as currently there are two swings and a slide in the Park?

After Discussion

It was

**PROPOSED by Councillor C Gwyther**  
**SECONDED by Councillor P E George**

**RESOLVED - That due to the uncertainty of the Marina Development at Western Way the money should be split between the Memorial Park and St Patricks Park.**

#### **180. Walk for Life – supporting families affected by Kidney Disease**

The Town Clerk informed members that this walk will take place on 25<sup>th</sup> March 2012. She commented that the organisation was asking the council to support the walk and

ask whether a walk for life could be organised in this area, if not would the Council make a donation.

#### **181. J1 Fitness – Mrs Ruth Gammer**

The Town Clerk stated that she had received a letter from Mrs Ruth Gammer explaining that she joined J1 fitness in Water Street. The gentleman who owns the gym, Mr Johnny Gammon, had been training Mrs Gammer and some other ladies on a voluntary basis to get fit.

The Town Clerk commented that Mrs Gammer was asking the Town Council if they would be interested in sponsoring the gym or making a donation so that more equipment can be bought for this group of ladies can use on a daily basis. Members commented that as it was a Private business they could not provide any financial assistance.

#### **182. Cruse Bereavement Care**

The Town Clerk informed members that she had received a request from this organisation seeking financial support. 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.

#### **183. Countryside Council for Wales**

The Town Clerk stated that she had received a letter from the CCW explaining that they have to review the maps of open access to mountain, moor, heath and down land in Wales. She commented that the timetable was as follows. The review process will start on the 16 July 2012, when CCW will issue draft maps of open country. They will then accept representations about these maps until 23<sup>rd</sup> November 2012. A draft provisional map will be published on 7<sup>th</sup> August 2013. On conclusion of an appeals process CCW will then issue a new conclusive map in September 2014.

CCW 's aim is to make sure that the process is open and transparent and this is why discussions with landowners and all interested groups will be an essential part of the work. The maps produced 10 years ago were comprehensive and it is felt that this review will not result in dramatic changes, but in subtle ones such as modifying boundaries or changes in land use.

The website of CCW can be accessed [www.ccw.gov.uk](http://www.ccw.gov.uk) which holds more information.

#### **184. Planning applications – Pembrokeshire County Council**

The Town Clerk informed members that as Council know the County Council are obliged to inform the Town Council about any planning applications that refer to the Pembroke Dock area and ask for Council's comments. Recently planning application forms have been received in the office that has not contained all the information needed so that the planning committee has not been able to make decisions. When the assistant Town Clerk has then checked the County Council website the information such as plans, has not been available.

The Assistant Town Clerk contacted the planning department to discover why only some information was being sent to the office and why the missing bits were not on the website.

She commented that it seemed that the County Council had been carrying out a pilot study to reduce the amount of information being sent out on paper as the relevant information should be available on their website.

Unfortunately the planning department had discussions with PALC in November and assumed that this information would be passed to all Town and Community Councils in Pembrokeshire.

The Town Clerk stated as Councillors were aware, this Town Council is no longer a member of PALC. PALC is a member's only organisation that includes councillors and not officers. The Assistant Town Clerk explained this to the planning department and suggested that less than half of all town and community councils in the County were probably members. They did not know this and have agreed to contact all the town and community councils in the county individually to share the information with regard to notification of planning applications.

The Assistant Town Clerk also asked why the information required to complete a planning application was not held on the website when the notifications were sent out and this seems to be that they had not put the information on the website in time.

As the County Council have a website holding planning applications it was only a matter of time before they stopped sending out all the details, as has happened in many other Councils, but the least we could expect is to have the information available on the website when the notifications are sent to local councils.

### **185. Planning Applications**

<b>11/0981/PA</b>	Lloyds Jewellers 40 Dimond Street Pembroke Dock SA72 6BT	40 Dimond Street Pembroke Dock SA72 6BT <b>Alterations to shop front and new first floor extension</b>
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It was **PROPOSED by Councillor P E George**  
**SECONDED by Councillor M Colgan**  
**RESOLVED - That the Town Council support this application**

<b>11/0930/PA</b>	Land North of Chandos 53 Britannia Road Pembroke Dock	53 Britannia Road Pembroke Dock <b>Erection of 2 dwellings</b>
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It was **PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor M Colgan**  
**RESOLVED - That the Town Council support this application**

### **136. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT**

There were no items to discuss.

### **137. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**

#### **Dr Jones Trust Meeting**

Councillor P E George commented that she had recently attended a Dr Jones meeting. She commented that previously a funding application had been discussed for the Youth Club trip to Ireland; she stated that the group had agreed to award the Youth Club £500 towards their trip.

#### **Police Forum**

Councillor M Murton commented that she had attended the recent Police Forum meeting; she stated that there were no new complaints so the priorities for the month would stay the same.

#### **Tenovus Mobile Unit**

Councillor M Colgan stated that she had attended the open day to the Tenovus Mobile Unit, she commented that they would be bringing chemotherapy treatment into the community and that the information they provided was very interesting.

#### **Pater Hall Trust**

Councillor P Gwyther commented that the new tables and chairs had arrived, and the group were currently starting the process for tendering for architects.

#### **Bicentenary**

Councillor C Gwyther informed members that there would be a Bicentenary meeting being held in the Pater Hall on Monday 20<sup>th</sup> February 2012.

#### **Memorial Park**

Councillor S Perkins stated that the Bike Track was nearly completed; she commented that they were waiting for the track to settle and for the fence to be erected. Councillor S Perkins commented that the group would be looking at a launch date.

### **Summer Festival**

Councillor S Perkins informed members that the Summer Festival Group have started meeting, she commented that the theme for this year would surround the Diamond Jubilee with events being throughout the town and in the Memorial Park. Councillor S Perkins stated that the group were also looking to arrange an event for the bike track.

### **Argyle Surgery**

Councillor C Fortune commented that she had attended a meeting with members of Argyle Surgery on Friday 10<sup>th</sup> Feb 2012. She commented that it was stressed that patients need to be educated to their systems, and that there was now a 48 hour forward booking system available for patients and late appointments being provided up to 6.00pm, but members stated that this information was not made public. Councillor C Fortune stated to members that she had been informed that the surgery were currently in a seven year contract with BT with the contract ending in 2014 and that there would be financial implications if the contract was to end sooner. Members felt that it would be better for the surgery to take on the financial implications rather than making the patients pay for the calls when on hold. It was suggested by members that the Local press should be involved in collating people's experiences of the surgery. After Discussion

It was

**PROPOSED by Councillor S Perkins**

**SECONDED by Councillor M Murton**

**RESOLVED - That the Town Council write to the Minister, Local Health Board & Community Health Council stated that we are not satisfied with the service and concerns have not been addressed.**

### **138. FINANCIAL REPORT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
12/01/2012	Wilkinsons – Copier Paper	£4.80	
12/01/2012	Post Office – Minutes Postage	£15.31	
13/01/2012	Hasty Bite – 15 <sup>th</sup> December 2011 Finger Buffet	£85.50	BACS
18/01/2012	Euro Office – Stationary	£47.68	BACS
18/01/2012	Wilkinsons - Stationary	£3.06	
24/01/2012	Post Office – Postage	£16.22	
31/01/2012	SCS Cymru – CRB Checks	£251.12	BACS
31/01/2012	BT – Phone Bill	£86.53	BACS
06/02/2012	Clarity Copiers – Service Charge	£10.52	BACS

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
08/02/2012	Bicentenary Group	£15,000	CHQ

### **ACCOUNT RECIEPTS**

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**SALARIES AND WAGES**

06/01/2012-05/02/2012	Salaries and Wages	£3973.80
06/01/2012-05/02/2012	Tax and NI	£938.64

**ACCOUNT BALANCES**

09/02/2012	HSBC Current Account	£8,701.07
09/02/2012	HSBC Premium Account	£81,014.92

It was

**PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor S Perkins**

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

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

There were no items to be brought to the next meeting

**140. COMMUNITY ISSUES**

Councillor J Phillips stated that the junction between Water Street and Asda was in a poor state, she commented that some roads had been patched up but Bush Street also needed attention.

Councillor A Lee informed members that there had recently been issues with people climbing over gates in Park Street and Park Lane and items going missing for people to be aware.

Councillor P Gwyther stated that the Town Guide would not be going ahead this year, he commented that Pembroke would produce their own guide and the Chamber of Trade would be producing a map for Pembroke Dock.

Councillor S Perkins questioned if bunting could be put up through the town and also if the hanging baskets could have red white and blue flowers this year keeping in with the Jubilee theme. The Town Clerk stated that there would be issues with putting up the bunting due to health and safety, but the flowers could be arranged.

Councillor P Folland questioned if the Tregennis Hill to Prospect Place road could be made a one way system due to vehicles being parked on both sides of the road, it was commented that the County Council would not make it a one way.

Councillor P Folland stated that there was a street light on in Wellington Street. Councillor C Fortune questioned if the policies for turning off on street lighting could be revisited, she stated that milkmen and shift workers are suffering due to the lights being off. The Town Clerk stated that the County Council stated the policies would be reviewed but they do not have to provide street lighting. Councillor C Gwyther commented that it should be reiterated to County Council about the strong feeling from members about the lights going off at one o'clock instead of twelve.

Councillor P Kraus informed members that he is arranging a fundraiser event for the Bicentenary, he commented that there would be stars in your eyes event held on the 23<sup>rd</sup> or 24<sup>th</sup> March in the Pater Hall, dates will be confirmed at the next meeting.

**141. PRIVATE AND CONFIDENTIAL**

It was

**PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor P Folland**

**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.**