

At a Meeting of Pembroke Dock Town Council
held at the Pater Hall, Pembroke Dock on
Thursday 28th July 2011

PRESENT:

Councillors A McNaughton (Mayor), P E George
M Murton, K Becton, P Gwyther, M Colgan, P Kraus, D
C Gwyther, T Wilcox, C Fortune & J Phillips

IN ATTENDANCE:

Moirsa Saunders- Town Clerk
Sarah Scourfield- Assistant Town Clerk

Earl,

46. APOLOGIES FOR ABSENCE

Apologies were received from Councillor S Perkins

47. DECLARATIONS OF INTEREST

Councillor A McNaughton declared an interest in Planning Application 11/0248/PA

48. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public

49. MINUTES

Councillor P Gwyther commented that the minute's Silence in memory of the victims of the Chevron incident had not been noted

Councillor M Colgan commented that the resolution for council photographs was not correct it should read "The Town Council agree to go ahead with the Council photographs at a cost of £225.00"

It was

**PROPOSED by Councillor M Colgan
SECONDED by Councillor P E George**

**RESOLVED - That the Minutes of 30th June 2011 are adopted
as a true record with the relevant changes.**

50. MATTERS ARISING FROM THE MINUTES OF 2nd JUNE 2011

Western Telegraph Representative

Councillor P Gwyther commented that he felt the Western Telegraph representative should not be noted on the minutes.

Cemetery Grass Clearing

Councillor P E George questioned if there had been any further developments with the County Council on this matter, the Town Clerk stated that she was due to meet with Mr Glenville Codd of the County Council in the upcoming weeks.

Purple Play Routes Project Launch

Councillor P E George commented that she had attended the launch, which was an excellent day which showed what would be available for youngsters. It was commented that the group would be at St Patricks on Tuesday 2nd August for 2 hours with all activities being free.

Pembroke Power station – Environment agency

Councillor C Gwyther commented that there was an article on Western Telegraph website which stated that the consent program had been halted. Councillors expressed great concern that the Environment Agency had not anticipated difficulties with water temperature variation earlier in the process. They were extremely disappointed that the consequence of this inaction will inevitably be a delay in much needed, high quality jobs coming to our area. Members felt that a letter of disappointment should be sent to the First Minister to highlight the situation.

The Swan

The Town Clerk informed members that she had tried to gain contact details for the tenants of the swan to write the thank you letter to them, but was informed that there

are new tenants in place.

51. REPORT OF THE TOWN CLERK

62. Agenda Items

The Town Clerk informed members that currently the Town Council have the following items included in the agenda "Matters Arising" and "Any Other Business". She stated that any decision that is made under either of these items is unlawful as the rule of giving 3 clear days' notice cannot be adhered to.

Having looked through the standing orders it was clear that these need to be reviewed in order to modernise and update.

The Town Clerk suggested that the standing orders are reviewed and proposals brought back to Members for approval. Members requested that an explanation in writing is put before members regarding the use of these items on the agenda.

It was

PROPOSED by Councillor C Gwyther

SECONDED by Councillor D Earl

RESOLVED - That a subcommittee is set up to look at the review of the Standing Orders

63. Village Green – Extra Costs

Cllrs T Wilcox and C Fortune left the room

The Town Clerk stated as Council are aware this issue was raised in the period since the last Council meeting. There was not enough time to call a special council meeting so the Town Clerk canvassed the opinion of Members.

13th July 2011

The Town Clerk received the following letter from Mrs Lynne Curcio from the County Council. Further to her previous email the Inspector did want to invite views from the parties on the following;

"The inquiry concentrated on the application of s15 of the Commons Act 2006 to the case, exclusively ss15(2), (3) and (4). This included the effect of notices displayed on the land by the Objector for any continued use thereafter being 'as of right'. On reflection, the Inspector considers that ss15(7), which was not explored at the inquiry, may have some relevance to the situation. The Inspector wants to invite comments on the effect of this provision in this instance. It is unnecessary to rehearse the cases already made, which will not be accepted."

Please ensure that any comments are with the registration authority by 4pm on Thursday 21 July 2011.

The bill that has been paid to Lowless was for £ 13639.

The Town Clerk proposed the following to help members decide what to do.

The carry-over from last year's legal fees budget was £ 5542

The budget for this year's legal fees is £ 6000

The budget for this year office equipment is underspent by £1600 (after buying furniture and computers)

The training budget is underspent by £1600 (do not foresee any more spending on that for the current year)

There is also a contingency fund in the Town decorations and improvements section of the budget of £1000.

The sums are as following

Legal fees budget year 20010/11 and 2011/12 = £11542

Underspend office equipment = £1600

Underspend of training budget = £1600

Contingency town decoration = £1000

Total = £15742

The bill that has been paid to Lowless is = £13639

The extra amount would be = £1150

Total = £14789

The Town Clerk stated that she had received answers from 13 out of 14 councillors. If the Pennar Councillors are excluded this leaves 9 councillors eligible to vote on this issue. All 9 agreed to this spend and this has been expressed to the Town Council solicitors.

It was

PROPOSED by Councillor C Gwyther

SECONDED by Councillor K Becton

RESOLVED - That the council support this movement of money and agree to pay the extra amount to Lowless and Lowless

64. Local Development Plan – Further Alternative Sites Consultation

The Town Clerk stated that there are two sites in Pembroke Dock that are to be considered in this consultation. She commented that comments must be with the County Council by 3rd August 2011.

The two sites are Imble lane and Pembroke Port area.

After discussion

It was

PROPOSED by Councillor P Gwyther

SECONDED by Councillor M Murton

RESOLVED – That the Town Council support both additions to the Local Development Plan, but wanted to comment on the Imble Lane addition that they would like to see options explored to move the relief road further east.

65. Coastguard Consultation

The Town Clerk commented that as Members must be aware there was a new consultation document to be commented on. The Milford Haven Coastguard station is to remain but the station in Mumbles in Swansea is to close.

The consultation document was available at www.dft.gov.uk/mca

As this document is 22 pages long the Town Clerk asked that those that can look at this document online, but should anyone need a paper copy she could provide that. The consultation finishes in October 2011.

66. Sunderland Trust – Archive Centre

The Town Clerk stated that she had received a letter from Mr John Evans of the Sunderland Trust extending an invitation to Councillors to visit the Archive Centre to see some of the work being carried out there, work which is regarded as "bench Marking" in a Welsh context, such is the quality and skills they are able to bring to the project.

She questioned whether any members would like to take up this offer? Councillors M Murton, K Becton, J Phillips and M Colgan stated that they would like to attend. It was agreed that a date and time would be sought from Mr John Evans.

67. Shelter Cymru

The Town Clerk informed members that she had received a letter from this organisation informing Council that their funding is to be reduced by 10% by central government for their advice network. They do run a surgery in the CAB office in Meyrick Street. They are looking for some financial help towards their activities. Members stated that due to the policies set in place they could not award financial assistance to this organisation as its activities fell outside of Pembroke Dock.

68. RWE npower renewables – Atlantic Offshore Wind Farm

The Town Clerk stated that she had received information from RWE npower with regard to the development of the wind farm. In the information there is a statement of Community Consultation which appeared in the Western Telegraph on 20th July 2011. The company will be starting the formal round of consultation in September 2011.

She informed members that she had the Project update should any one wish to read it although a copy was included in the Western Telegraph this week.

69. Cleaner/Relief Caretaker

The Town Clerk informed members after advertising and interviewing with the personnel committee there is a new member of staff who joined us on Monday 18th July 2011.

52. SUPPLEMENTARY REPORT OF THE TOWN CLERK

70. Finance Committee-Mission Statement

The Town Clerk informed members that the Finance committee had met and it was agreed that there needed to be a mission statement in order to progress with the Budget deliberations. The following was what was agreed, but council need to agree this statement before any actions are taken.

"Pembroke Dock Town Council wishes to achieve the following for the community members of the town.

To promote the Town both for businesses and tourists

To improve community participation through consultation

To enhance the environment in partnership with the unitary authority, the community and local businesses

To enhance the life experience for the community."

After discussion:

It was

PROPOSED by Councillor K Becton

SECONDED by Councillor D Earl

RESOLVED – That the decision regarding whether the Town Council should take on this mission statement should be deferred to a meeting in September.

71. External Audit – Report

The Town Clerk stated that the external audit had been completed by BDO and there was only one comment which stated that the internal auditor's report was to be actioned. Included in the papers was the report with an explanation of how the report was being actioned.

It was

PROPOSED by Councillor K Becton

SECONDED by Councillor J Phillips

RESOLVED – That the Town Council agree with the report from BDO, and the changes which are being actioned

72. Financial Assistance – Daniel Rolls

The Town Clerk informed members that Daniel is a young dancer who has just qualified to represent Wales in a national dance competition to be held in Scarborough in September. The family are trying to raise funds of £581 to help to take these young people to be able to compete in this competition.

It was

PROPOSED by Councillor K Becton

SECONDED by Councillor P E George

RESOLVED – That the Town Council donate £200 to help towards these costs.

73. Jahda Davies-Thanks

The Town Clerk stated that she had received a letter from Jahda thanking the town council for their help with her scouting trip to France.

74. Planning

Cllr A McNaughton declared an interest and took no part in the discussion

11/0248/PA

Mr T Kinver
Kinver Kreations
Main Street
Goodwick

29 Dimond Street
Pembroke Dock
SA72 6BT

**Renovation and refurbishment,
remodelling of ground floor and
creation of 4 residential units.**

It was

**PROPOSED by Councillor M Colgan
SECONDED by Councillor C Gwyther**

**RESOLVED – That the Town Council support this application
but commented on concerns regarding parking**

11/0314/AD

Britannia
Newton House
Staffs

37 Dimond Street
Pembroke Dock
**Erection of externally
illuminated projected sign and
fascia sign**

It was

**PROPOSED by Councillor J Phillips
SECONDED by Councillor P E George**

RESOLVED – That the Town Council support this application

53. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

54. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Police Forum

Councillor M Murton informed members that she attended the recent Police Forum meeting which took place on 5th July. Focus for the team had been patrol of lane between Argyle and Gwyther Street due to vehicles blocking access and distribution of leaflets to dog owners regarding responsible behaviour. She commented that priorities for this month were drop kerb parking and cycling on pavements. Councillor Murton informed members that PC Trish Dixon will be leaving the area, it was commented that Pc Dixon would be missed as she is very responsive to all requests and members were sorry to see her go.

55. NOTICE OF MOTION – OPENING OF TOILET FACILITIES FOR PUBLIC USE AT THE PATER HALL

Due to not all the information being available to members it was agreed that this item should be deferred to the meeting to be held on 29th September 2011.

56. FINANCIAL REPORT

16. Accounts for Payment

Date	Description	Amount	Payment Method
01/07/2011	Swalec – Albion Square lighting	£29.76	CHQ 100090
01/07/2011	Postage – 4 x 2 nd Class	£1.44	Petty Cash
04/07/2011	SLCC – Clerks manual Update	£21.00	CHQ 100093
05/07/2011	Postage Consultation Papers and 12 x 2 nd Class	£8.10	
08/07/2011	BT Redcare – CCTV contract	£2,198.40	BACS
11/07/2011	Clarity Copiers – Service	£5.81	CHQ 100094
13/07/2011	Post Office – Postage	£14.16	
13/07/2011	Postage 4 x 1 st Class	£1.84	Petty Cash

19/07/2011	Postage 12 x 2 nd Class	£4.32	Petty Cash
21/07/2011	Postage for minutes	£14.56	Petty Cash
25/07/2011	Pembroke Town Council - Tenby Observer adverts for Armed forces	£59.52	BACS
25/07/2011	BT Phone Bill	£95.37	BACS

17. Payments previously agreed_eg, Grants, Sec 137 payments, allowances

Date	Description	Amount	Payment Method
01/07/2011	Euro Office – Desk	£94.84	BACS
01/07/2011	Scouts Jahda Davies	£50.00	CHQ 100092
01/07/2011	SLCC – Membership renewal	£151.00	CHQ 100091
01/07/2011	Red Kite Solicitors	£13,639.13	CHQ 100095

18. Account Receipts

04/07/2011	HMRC Overpayment	£1102.06
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19. Salaries and Wages

06/06/2011-05/07/2011	Salaries and Wages	£ 4,047.79
06/06/2011-05/07/2011	Tax and NI	£ 986.06

20. Account Balances

28/07/2011	HSBC Current Account	£ 7,049.48
28/07/2011	HSBC Premium Account	£ 50,994.97

It was

PROPOSED by Councillor M Murton
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.

57. ANY OTHER BUSINESS

Councillor M Colgan informed members that she had been approached by a local business regarding parking for loading her van for deliveries. She stated that she had been booked a number of times and questioned if there was anything the Town Council could do to help. It was discussed to request a loading bay but it was felt that this could hinder her business. Members decided the best form of action would be to contact the Parking enforcement team at the County Council to question if some discretion could be given to business owners in the Town.

Councillor P Gwyther invited members to a Country and Western fundraising evening at the Pater Hall on Saturday evening.

Councillor P Gwyther questioned if the Town Council could contact Dyfed Powys Police regarding a report on the speed gun which the Town Council purchased back in 2007. He stated that Pembroke Town Council had recently asked for a detailed report on their speed gun and felt that Pembroke Dock Town Council should be doing the same.

Councillor P Kraus informed members that he had attended a number of events on behalf of the Mayor recently and all events had been fantastic.

Councillor A McNaughton informed members that the Cruise Ship was due to dock in Pembroke Dock again on Tuesday 2nd August, he stated that he had requested a plaque from the office to present to the Cruise Liner.

Meeting finished at 19.34