

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 27<sup>th</sup> June 2013

**PRESENT:** Councillors A McNaughton, P Kraus, M Murton, K Becton, M Colgan, P E George, D Earl, P Folland, J Phillips, & J McNaughton.

**IN ATTENDANCE:**

Sarah Scourfield – Deputy Town Clerk

Amanda Dillaway – Administrative Support Officer

**24. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S Perkins, A Wilcox, A Lee & P Gwyther.

**25. DECLARATIONS OF INTEREST**

Councillor P E George declared an interest in Item 35 – New Traffic Orders - of the Town Clerk's Report as a family member resided in the Albion Square – North Side area of Pembroke Dock.

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

There were no questions from the members of the public present

**27. MINUTES 30<sup>th</sup> MAY 2013**

Councillors Andrew McNaughton and Peter Kraus declared an interest in Item 24 of the Town Clerk's Report.

The Mayor, Councillor J Phillips noted a duplicate item on the May Financial Report.

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor A McNaughton**

**RESOLVED - That the Minutes of 30<sup>th</sup> May 2013 are adopted as a true record.**

**28. MATTERS ARISING FROM THE MINUTES OF 30<sup>th</sup> May 2013**

**163 - (157 Community Issues)**

The Deputy Town Clerk informed members that the Street Hoovers, which are on loan from the Chamber of Trade, had been collected and subsequently tested successfully. It was hoped that these will come into general usage over the next week or so.

**Victorian Post box**

Concerns were raised again over the deterioration of the Post box located on Pembroke Street. The Deputy Town Clerk confirmed that there was no further news on repairs but following a conversation earlier with Councillor A Wilcox, he had confirmed he would assist in trying to obtain a replacement cover as soon as possible.

**29. REPORT OF THE TOWN CLERK**

**31. BBC – Audience Council Wales**

A letter had been received from the BBC asking for attendance at an event in Haverfordwest. The BBC want to be told what viewers think about the service that it provides. There is to be a meeting in the Picton Centre, Haverfordwest on 11<sup>th</sup> July at 7.30pm.

**32. Public Services in Wales - Commission on Public Services**

The Deputy Town Clerk stated that an email had been received from the Welsh Government outlining the role of the Chairman of the Commission on Public Service Governance and Delivery. The Commission was established in April by the First Minister to provide an opportunity to examine how public services are governed.

The Commission was undertaking an extensive programme of taking evidence from as wide a body of organisations and representatives as possible.

There were several ways in which people can engage with the work of the Commission.

The Deputy Town Clerk stated that she could make a survey available to all Councillors which can be completed on line. Or if anyone would like a paper copy then please ask. The closing date for this was the 31st August 2013.

The Deputy Town Clerk informed members that the Commission would be holding a number of informal drop-in sessions in order to hear the views of a wide range of people, to collect a broad range of perspectives, and to provide an opportunity for people to speak to the Commission face to face.

There is to be a drop-in session held in the Pembrokeshire Archives, Haverfordwest on 11th September 2013 between 12.00 and 18.00(6.00 pm)

### **33. Pembroke Dock Cricket Club**

As a result of the Town Council making a grant to the Cricket Club, a letter of thanks had been received from Mr Andrew Scott-Davies the Chairman of the club.

### **34. Pembroke Dock Community School - Summer Learning Project.**

As a result of the Town Council making a grant to this school for the summer learning project a letter of thanks had been received from Mrs Michele Thomas the head teacher of the school.

### **35. New Traffic Orders**

The Deputy Town Clerk reported on proposed new traffic orders:

#### **No waiting at any time**

Argyle Street – The proposal is to increase the length of the double yellow lines from 20m to 30m at the access to the Health Centre/Council Offices

Gordon Street-Both sides- The double yellow lines are proposed for the length from the junction with water Street westwards to the existing lines at the private car park access north of No. 1. Parking occurs on the road blocking sight when using the car park access points.

Harbour Way- All of turning area at the North of end of the street.

#### **Limited waiting time 30 minutes**

Albion Square – North side Limited waiting for four spaces is proposed adjacent to the newsagents.

It was commented that cars have been parking on the existing yellow lines in Argyle Street which made exiting from the council offices difficult.

The Deputy Town Clerk stated that in Albion Square spaces will be marked out as Limited Waiting Time. It was noted whether this would affect local residents however Councillor M Murton did not feel that it was residents cars that were tending to park in the area on a daily basis.

### **36. Access for people with Disabilities – Council meetings and Council offices**

At the last meeting the Town Clerk was asked to arrange a meeting with Mr Alan Hunt and councillor's. The Deputy Town Clerk had contacted Mr Hunt and he suggested that as there were no new circumstances since he had carried out his last survey with regard to access to Council meetings and Council offices there was nothing he could add to his last email.

Challenges could be made against the Town Council with regard to access to town council meetings and the council offices.

The options to be considered:

### **Council Meetings**

- Keep the status Quo – allowing only access to the foyer and the Main Hall to people with disabilities
- Move the Town Council meetings to the Main Hall
- Move the Town Council meetings out of the building to a wheelchair friendly location.
- Ask that the Pater Hall Community Trust install a lift in the foyer to give access to town council meetings held in the Chamber.

### **Council Offices**

- Keep the status Quo
- Have a bell available at the front of the building to meet with visitors – time lag to respond to visitors and also there could be issues for staff members with mobility problems.
- Move the Town Council offices to another location with easy wheelchair access
- Ask the Pater Hall Trust to install a lift to give access to the Town Council Offices.

The Deputy Town Clerk confirmed that whilst it was not illegal for the Council to continue to hold meetings in the Council Chamber, the Council could be challenged on their decision and if any challenge were upheld, the Council could be held liable.

Councillor P E George commented that Andrew Johnson, Trustee Member, would be having a meeting on Friday 5th July to discuss the possibility of a lift being installed within Pater Hall. She stated that there was some budget remaining from the grant received from Pembrokeshire County Council and grant funders were happy for these monies to be used for any access solution. The solution would cover the Town Council offices and the Council Chamber. It was commented that Mr A Johnson had also spoken to Pembroke Design about an additional ramp in Lewis Street and this idea will be costed accordingly and considered as a possibility.

After further discussion it was proposed that whilst a final access solution is considered and decided upon, that future Town Council meetings are held in the Main Hall. This option was voted upon by members present:

<b>FOR</b>	<b>6</b>
<b>AGAINST</b>	<b>4</b>

**Following this vote, meetings of the Town Council will take place in the Main Hall until further notice.**

## **30. SUPPLEMENTARY REPORT OF TOWN CLERK**

### **37. The Ombudsman Annual Report**

The Deputy Town Clerk stated that a copy of the Annual Report from Public Services Ombudsman for Wales had been received. If any member would like to view the document, it would be available in the Town Council offices.

### **38. Armed Forces Day**

The Deputy Town Clerk reminded members that Armed Forces day service would take place on Saturday 29<sup>th</sup> June at 11.00am. The service would take place at the cenotaph outside St Johns with refreshments available afterwards in St Johns Church.

It was commented whether the Armed Forces Day flag should have been raised during the week, the Deputy Town Clerk stated that she would ensure that this is done.

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

There were no items to discuss.

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

### **Police Forum**

Councillor M Murton commented that she had recently attended a Police Forum meeting which was very well attended and had Hywel Jones, Planning Officer at PCC as a guest speaker. There were plenty of

questions for Mr Jones but not many directly answered questions. Councillor M Murton informed members of a couple of guest speakers who will attend future Police Forums – Ross Evans and Simon Hart MP. Mr Hart will attend the September 4<sup>th</sup> Forum.

### **Summer Festival**

Councillor D Earl expressed his thanks for the Summer Festival. There had been good attendance on the coastal walk despite the bad weather early on. Councillor Earl also commented on the good attendance by local residents at both the Saturday and Sunday events despite inclement weather.

### **33. ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
24/05/2013	Post Office – Postage	£20.40	
24/05/2013	Post Office – Postage	£12.00	
30/05/2013	BWS Accountancy – Internal Audit	£60.00	CHQ 100190
30/05/2013	Radmore & Tucker – Safety Harness	£43.14	
30/05/2013	Workwear Ltd – Paper Suits	£21.45	
31/05/2013	Poundstretcher Ltd – Stationery for Craft Table	£1.98	
31/05/2013	Wilkinson – Stationery for Craft Table	£2.92	
31/05/2013	Vistaprint – Business Cards	£40.44	
31/05/2013	Baker Ross Ltd – Stationery for Craft Table	£15.23	
31/05/2013	Post Office – Postage	£2.10	
05/06/2013	Euro Office – Stationery	£45.78	
05/06/2013	Clarity Copiers	£14.46	
11/06/2013	Princes Gate Cool Water – Unit Service	£17.78	
11/06/2013	Princes Gate Cool Water – Water & WEE Charge	£21.02	
11/06/2013	Princes Gate Cool Water – Bottled Water	£11.88	
11/06/2013	Newsquest – Advertisement in Western Telegraph	£66.00	
17/06/2013	Swalec	£38.16	CHQ 100194
17/06/2013	CRB Wales SCS Ltd	£124.00	CHQ 100195
18/06/2013	Home Hardware – Sundry items for Hanging Baskets	£38.50	

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
30/05/2013	Mayor's Allowance	£3200	
30/05/2013	SLCC Membership	£162	CHQ 100191
30/05/2013	Pembroke Dock Cricket Club	£200	CHQ 100192
04/04/2013	Pembroke Dock Youth Centre	£200	CHQ 100193
18/06/2013	Deputy Mayor's Allowance	£620	CHQ 100196

### **ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>

## **SALARIES AND WAGES**

06/05/2013-05/06/2013	Salaries and Wages	£4840.14
06/05/2013-05/06/2013	Tax and NI	£1239.48

## **ACCOUNT BALANCES**

20/06/2013	HSBC Current Account	£41278.41
20/06/2013	HSBC Premium Account	£32358.10

It was **PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor Peter Kraus**

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

### **34. AGENDA/REPORT ITEMS FOR THE NEXT MEETING**

It was commented that Disability Access should be added to the next agenda. It was asked if information from the Pater Hall Community Trust regarding the meeting held on 5<sup>th</sup> July 2013 could be available to members.

### **35. COMMUNITY ISSUES**

#### **Dog Fouling**

It was noted that dog fouling seems to have become a major issue again over the previous week or so. The local PCSO's have confirmed that as yet no-one has been caught and fined.

#### **County Council maintenance issues**

It was commented that there was a lack of road markings around Maypole Corner and other areas in the town. The Deputy Town Clerk asked members to submit specific areas of concern and these would be chased up attendance as PCC are more likely to visit to cover a number of jobs rather than individual ones.

It was commented there are loose tiles outside Barclays Bank.

It was commented that following PCC carrying out some tests at 26 Law Street, there are now loose bricks which need remedial attendance.

It was commented about residents' concerns over the possibility of allotments created on the proposed village green at Pennar. The Deputy Town Clerk stated that nothing had yet been discussed with residents so this is heresay at this time.

It was commented that some of the trees along the road toward the Military Cemetery had branches falling off into gardens and onto pavements and there is a concern of injury to passers-by. Councillor P Kraus had a contact at PCC whom he would speak to. There was further comment made over the holes around the cemetery but this is an ongoing issue being investigated by the County Council.

It was commented how lovely the flowers look around the Pump House and Pater Hall.

### **36. MAYORS REPORT**

The Mayor commented that she had been very busy and had attended a number of events over the last month including

The Police Forum  
St Davids Civic Service  
Pembrokeshire Scout AGM

Sea Cadets Annual Review  
Haverfordwest Civic Service

The Summer Festival  
HOPE Concert at St Davids

**37. PRIVATE AND CONFIDENTIAL**

It was

**PROPOSED by Councillor P Kraus  
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.**