

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 25<sup>th</sup> July 2013

**PRESENT:** Councillors A McNaughton, M Murton, M Colgan, P E George, C Fortune, K Higgs, T Wilcox, A Lee, P Folland, J Phillips, & J McNaughton.

**IN ATTENDANCE:**

Sarah Scourfield – Deputy Town Clerk

**38. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S Perkins, P Kraus, K Becton & P Gwyther.

**39. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

There were no questions from the members of the public present

**41. MINUTES 27<sup>th</sup> June 2013**

It was

**PROPOSED by Councillor P Folland**

**SECONDED by Councillor M Murton**

**RESOLVED - That the Minutes of 27<sup>th</sup> June 2013 are adopted as a true record.**

**42. MATTERS ARISING FROM THE MINUTES OF 27<sup>th</sup> June 2013**

**Victorian Post box**

Councillor A Wilcox informed members that a new cover would be placed over the post box.

**Street Cleaning**

The Deputy Town Clerk informed members that the Street Hoovers, which are on loan from the Chamber of Trade, are now in use she commented that the street hoovers work well on the cigarette ends and that the Street Cleaner would be working on a reactive basis where required and not on a 2 week rota between the Memorial Park and the Town Centre.

**Armed Forces Day (item 38 of Supplementary report of the Town Clerk)**

It was commented that the Mayor of Pembroke Town Council had written an article in the Western Telegraph regarding the disappointing turn out at the Armed Forces Day Service held on 29<sup>th</sup> June 2013. It was stated that there was poor attendance from both Pembroke and Pembroke Dock council. Members commented that there was no last post and the use of school bands should be included in this service to ensure that there is always someone to do the last post. It was commented that Councillors should support these events as there was only 4 in attendance from Pembroke Dock and 2 in attendance from Pembroke. It was agreed that the organisation of this event will be looked at to ensure that a band and more standards are in attendance in future years.

**White lines around Pembroke Dock (item 35 Community Issues)**

It was questioned if the County Council had been contacted regarding the re-painting of the white lines in Pembroke Dock. The Deputy Town Clerk stated that she had contacted the County Council who had passed the information onto the team who deal with this. The Deputy Town Clerk urged members to provide her with a list of areas where the lines need re painting so she can pass this onto the County Council.

**43. REPORT OF THE TOWN CLERK**

**39. External Audit BDO**

The Deputy Town Clerk informed members that a letter had been received from the External Auditors BDO, they have commented that

*“There are no issues arising which we believe you should consider prior to Council’s approval and certification of the Annual Return in accordance with the Accounts and Audit (Wales) Regulations 2005 (as amended)(the Regulations).*

The Deputy Town Clerk asked for Councils approval of the External Auditors comments and the signing off of the Annual Return.

It was **PROPOSED by Councillor C Fortune**  
**SECONDED by Councillor M Murton**  
**RESOLVED - That members approve the External Auditors comments and the 2012-2013 Annual Return is signed and returned.**

#### **40. Streetscape Paint Scheme 2013**

The Deputy Town Clerk informed members that she had received a letter from the regeneration division at the County Council regarding this new scheme. The Scheme allows for funding to be allocated to assist with the cost of painting the front façade of buildings within town centres. The Scheme is open to residential and commercial properties with grant values ranging from £250 - £750.

The Deputy Town Clerk informed members that the eligible area is very limited and only covers Dimond Street and Queen Street.

#### **41. Street Recycling**

The Deputy Town Clerk stated that the County Council had announced that due to grant funding through the European Regional Development Fund they were bringing recycling to Pembroke Dock

The recycling on the go initiative aims to encourage locals and visitors alike to recycle their rubbish when out and about, by using dual compartment bins. As the County Council are under increasing pressure to divert waste from landfill, this is one of many ways they hope to achieve this.

The Deputy Town Clerk commented that there would be 4 bins allocated to the Pembroke Dock area and they are expected to be installed throughout July. She commented that she had requested more information on the areas where they are to be located so this information could be added to the Town Councils website.

#### **42. Social Media Websites – Facebook**

The Deputy Town Clerk stated with recent updates and changes being made to the Town Council website, she had been working to raise the profile of the Town Council.

She stated after attending a training session on website maintenance and updates it was noted that a simple and effective way to raise the profile was to have a Facebook page.

The Deputy Town Clerk commented that she had spoken with Pembroke as they have already set up a Facebook page and they have commented that it was easy to do and helps to raise their profile when there are upcoming events. The Deputy Town Clerk felt it would be beneficial to Pembroke Dock Town Council as it provided another way for members of the community to communicate any issues.

Members commented that this was a positive step forward to communicate and engage with members of the community and agreed for a Facebook page to be set up and linked to the Town Council website.

#### **43. South Hook CHP Project Update**

The Deputy Town Clerk informed members that she had received information from the Project Director at South Hook regarding an update on the combined heat and power plant project; if anyone would like to view the information to let her know.

#### **44. Financial Assistance**

##### **Hafan Cymru**

The Deputy Town Clerk stated that this organisation had requested financial assistance towards their education package “Spectrum” which they are currently using to teach young children to form health relationships and how to tackle the negative effect of Domestic Abuse.

Members commented that this application fell outside its policies and could not grant any funding on this occasion.

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

##### **45. Pembroke School Seeks Governors**

The Deputy Town Clerk informed members that Pembroke School Governing Body has vacancies for

Governors with community representation and community interest The Governing Body is particularly keen to recruit new members whose skills would broaden the skills base of the governors. The School have welcomed applications from Town Councillors; interested individuals should contact the Head teachers secretary in September. After discussion

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor M Colgan**

**RESOLVED - That Councillor M Murton should apply as a Community Governor for Pembroke School.**

#### **46. Governing Body of Pembroke Dock Community School**

The Deputy Town Clerk stated that she had received a letter stating that Cllr Pam George's term of office as Additional Community Governor is coming to an end on 05<sup>th</sup> October 2013. She asked for agreement from members to re-nominate Cllr George for Additional Community Governor for Pembroke Dock Community School.

The School have commented that this nomination will be considered along with others received at the next full Governing Body meeting due to take place on Thursday 24<sup>th</sup> October 2013.

It was

**PROPOSED by Councillor C Fortune**

**SECONDED by Councillor P Folland**

**RESOLVED - That Councillor P E George should be re-nominated to become Additional Community Governor for Pembroke Dock Community School**

#### **47. Photographic Competition - For ages 7-25 years.**

The Deputy Town Clerk informed members that she had received a letter from the Good Neighbourhood Scheme informing that they are arranging a competition as part of 50+ Forum/Age Friendly Communities Project.

The competition was being run to provide images which will be used in a media campaign to promote positive aging. Photographs are to be taken by young people of older people. The title of the competition was "Older people are GR8" and the main subject of the photograph should be aged 50+. Voting will take place at Pembrokeshire National Older Persons Day event in Bloomfield Centre, Narberth on 24<sup>th</sup> October 2013. For further details of this competition can be found at [www.pembrokeshireyouthzone.co.uk](http://www.pembrokeshireyouthzone.co.uk).

#### **48. Where Waters meet – Waterfront economic and business development**

The Deputy Town Clerk stated that she had received a letter from Mr David James highlighting the above conference in Swansea on 16<sup>th</sup> & 17<sup>th</sup> October 2013. This will focus on providing strategic and practical guidance on harnessing waterfront assets as the focus for local and regional economic growth creating great places to work, live and visit. For further details on the conference please visit [www.wherewatersmeet.org.uk](http://www.wherewatersmeet.org.uk)

#### **49 Stackpole Walled Gardens – Official Opening Visitor Centre**

The Deputy Town Clerk commented that she had received an invite for members to attend the Official Opening of a new Visitor Centre at Stackpole Walled Gardens on Thursday 8<sup>th</sup> August at 1pm, anyone wishing to attend please let me know before 1<sup>st</sup> August. Councillors M Colgan, P E George and J Phillips commented that they would like to attend this event.

#### **50. Review of Electoral Arrangements for Pembrokeshire**

The Deputy Town Clerk informed members that she had received information from the Local Government Boundary Commission for Wales regarding the draft proposals for the future electoral arrangements for Pembrokeshire

The two proposals for Pembroke Dock are;

1. The existing Pembroke Dock Central and Llanion electoral divisions be combined in a single electoral division, this area will then be represented by two Councillors
2. The existing Pembroke Dock Market and Pennar electoral divisions be combined in a single electoral division, this area will then be represented by three Councillors.

After discussion it was agreed for the Deputy Town Clerk to write to the Boundary Commission for Wales to ask what the benefits and achievements would be to the Community with the proposed changes and

commented that they felt the costs would outweigh the benefits of the proposals.

#### **51. Disability Access – Pater Hall**

The Deputy Town Clerk informed members that in front of them was a letter from the Chairman of the Pater Hall Community Trust, the letter outlined the reasons why a lift was not installed when the recent developments were completed at the front of the Pater Hall, it also outlined new proposals for the Town Council offices.

The Deputy Town Clerk commented that there was a copy of the proposed plan in front of members, the plans showed the Town Council offices being moved from its current location to the rear end of the Warrior Suite with ramped disability access into the offices and also to one of the meeting rooms. Councillor P E George commented that these plans had been set up a number of years ago but were never put into action, she stated that the costs for a new lift was £30,000 per lift and the proposed plans would work out a lot cheaper and quicker to achieve. It was stated that the proposed office plans was the perfect solution to the disability access issue and members appreciated that the lifts would be expensive as maintenance would also need to be included in the costs.

It was commented that the Pater Hall Community Trust would need to give reasonable timescales for these changes to ensure that the disability access issues were resolved as soon as possible.

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

There were no items to discuss.

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

##### **Power Station Liaison Meeting**

Councillor M Colgan commented that she attended a recent Power Station Liaison meeting with Councillor T Wilcox she stated that they were still giving grants to local organisations and supporting the local community.

##### **Police Forum**

Councillor M Murton commented that she had recently attended a Police Forum meeting, she commented that the priorities were Albion Square – issues on weekends with skateboarders & antisocial behaviour in Meyrick and Dimond Street.

#### **47. ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
25/06/2013	Dyfed Pensions	£196.49	
19/06/2013	B&Q – Strimmer Line	£12.58	
20/06/2013	Royal Mail – Postage	£13.20	
21/06/2013	Amazon UK – Computer External Storage Drive	£67.80	
19/06/2013	Viking Direct	£65.38	
26/06/2013	B&Q – Sundry Items for Hanging Baskets	£9.86	
	1&1 Internet Limited	£71.96	
02/07/2013	HMRC	£1189.97	
21/06/2013	EuroOffice	£24.51	
27/06/2013	Swalec – Albion Square	£29.76	CHQ 100198
02/07/13	BT Redcare – CCTV	£2,198.40	
08/07/2013	PAVS – Website Training Course	£65.00	
01/07/2013	Kevin Jones – AFD Poppy Wreath	£18.50	CHQ 100199
10/07/2013	CCF Limited – Wire for Fence Repairs	£24.78	
15/07/2013	The Consortium Office – stationery	£72.69	

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
15/07/2013	Dyfed Pensions	£306.24	
17/07/2013	Plymouth Battery – bowser battery	£29.99	
17/07/2013	Brian Jones – Electrical work	£810.00	
18/07/2013	BT Business – Internet services	£82.80	

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
02/07/2013	Callamango – Flowers for Town Clerk	£30.00	CHQ 100197

**ACCOUNT RECIEPTS**

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

**SALARIES AND WAGES**

06/06/2013-05/07/2013	Salaries and Wages	£4953.99
06/06/2013-05/07/2013	Tax and NI	£1189.97

**ACCOUNT BALANCES**

18/07/2013	HSBC Current Account	£30898.91
18/07/2013	HSBC Premium Account	£32359.54

It was

**PROPOSED** by Councillor M Colgan  
**SECONDED** by Councillor P Folland

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

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

There were no items to be added to the Agenda

**49. COMMUNITY ISSUES**

**Pater Church Tower**

Councillor P E George commented that she was disappointed that the Pater Church Tower was being sold, she stated that it was like a secret garden and a historical asset to Pembroke Dock, it was questioned if it was viable for Pembroke Dock Town Council to take ownership of the Pater Church Tower. Members agreed that some investigations should be done as to the expectations of the County Council to see if it was viable. The Deputy Town Clerk stated she would investigate this further and bring the information back to the next meeting of the Town Council.

**Military Cemetery**

It was commented that the Military Cemetery was still locked, and there have been a number of visitors wanting

to access the cemetery over the past few weeks, it was questioned if the County Council could be contacted to find out what is happening. The Deputy Town Clerk stated that she would contact the County Council for further information.

### **Rubbish Complaints**

Councillor A Lee commented that she had received a number of complaints regarding bin bags being put out too early; she stated that the main areas of concern were the areas with a large number of flats. Councillor A Lee informed members that this is an issue which is a hard one to rectify as the planners when planning the layouts of the flats did not allocate areas for rubbish.

### **Meyrick Street Developments**

It was commented that the proposed developments in Meyrick Street is a concern. It was stated that with the current issues within the town more flats could make the problem worse. Members raised concerns regarding the depletion of bats in the most recent report and felt this was an issue which needed to be looked into further.

### **Town Centre Regeneration**

It was questioned when the next regeneration meeting would be held, the Deputy Town Clerk stated that she would contact the County Council to arrange a meeting in September. Councillor A Lee questioned if any members had any ideas for the regeneration of the Town Centre, it was commented that one way forward would be to pedestrianise the middle section of Dimond Street something along the lines of what had been done in Carmarthen with the animals for children to play on. It was commented that maybe the land opposite the police station or the paved area opposite modern print could be used for something as the attention of the visitors coming from the ferry needed to be grabbed to draw them into the town. It was agreed that ideas should be brought to the meeting with the County Council.

### **Town Trail**

It was commented that it had been noted some of the town trail discs seem to be missing, the Deputy Town Clerk asked if anyone had a full list of all the locations of these discs so they can be checked and reported to the Police if they are missing. Councillor M Colgan commented that she had a list of all the locations and would pass it into the office.

### **Play Equipment – Memorial Park**

It was commented that the new play equipment has now been installed and was now in use by members of the public.

### **Lavinia Drive**

It was commented that the roads in Lavinia drive have recently been tarmaced and due to the heat there were problems with it setting, this has now resulted in the tarmac breaking away in places. It was commented that this has caused problems as the County Council will not adopt the new piece of tarmaced road until the surface is sufficient which is causing concern with residents in the area. It was also commented that residents in the area are parking on pavements and it was questioned if anything could be done to stop them doing this. It was commented that vehicles would only be moved if they were causing an obstruction.

## **50. MAYORS REPORT**

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

Armed Forces Day	Tenby Civic Service	Circus Bezercus
Pembroke Campus consultation	Ella Harris 102 birthday	Seafarers Service
Pembs Housing AGM	Narberth Civic Service	Beating of the Bounds

Met the Japanese Ambassador aboard the Japanese training ship in Portsmouth.