

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 05th September 2013

PRESENT: Councillors A McNaughton, J McNaughton, M Murton, M Colgan, P E George, A Lee, J Phillips, S Perkins, P Kraus & P Gwyther

IN ATTENDANCE:

Moira Jenkins – Town Clerk
Sarah Scourfield – Deputy Town Clerk
Amanda Dillaway – Admin Support Officer

51. APOLOGIES FOR ABSENCE

Apologies were received from Councillors D Earl, K Becton, P Folland, T Wilcox and C Fortune.

52. DECLARATIONS OF INTEREST

There were no declarations of interest.

53. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from the members of the public present

54. MINUTES 25th July 2013

It was commented that Councillor A McNaughton had informed members that the Victorian postbox which was discussed in item 42 was actually a stamp machine.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Murton

RESOLVED - That the Minutes of 25th July 2013 are adopted as a true record.

55. MATTERS ARISING FROM THE MINUTES OF 25th July 2013

Victorian Stamp Machine

It was questioned if there was any progress with the replacement of the Perspex for the machine. The Town Clerk commented that the office had not received any correspondence on this issue but would be looked into.

Recycling Bins in Pembroke Dock

It was questioned if the locations of the new recycling bins had been decided on yet. It was stated that the question had been asked a number of times but the County Council would be approached again.

Military Cemetery

It was asked if there was any progress on the Military Cemetery, The Town Clerk stated that there was a survey being completed on the area and once the office had received further information it would be reported back to members.

56. REPORT OF THE TOWN CLERK

52. Pump House Survey

The Town Clerk commented as agreed in the Town Council meeting held on 7th February 2013 a survey was to be completed on the Pump House. This survey had now been completed and a report on the issues received.

The report recommended that

- The guttering was replaced on the south elevation and all guttering was cleaned and levelled
- Vegetation is removed from the south elevation
- Brickwork joints are repointed or filled with a suitably coloured exterior, flexible filler to conserve the integrity of the arches
- The internal and external cracking is filled with suitably coloured flexible filler

- The external brickwork should be coated with a waterproof coating and applied every five years.

It was commented that Matt Pyart of the County Council had been contacted to check what listing the Pump House held, they confirmed that it was a Grade II listed but repair works would not need extra permissions as long as the repairs were like for like.

The Town Clerk stated that she had spoken with Alwyn the Town Councils General Assistant and he had agreed that he would be able to undertake this work to ensure the recommendations from the surveyor are completed.

It was

PROPOSED by Councillor M Colgan

SECONDED by Councillor M Murton

RESOLVED - That the repair works are undertaken with the Town Councils General Assistant undertaking the repair works.

53. Pembroke and Pembroke Dock Twinning

The Town Clerk stated that Councillors George and Gwyther had asked for this item to be added for discussion. It was commented that they had recently attended a Twinning meeting at Pembroke and it was discussed about the shooting club and the Band coming over from Bergen next year and with the current funds being low it was suggested that members go back to their councils to request for £2,000 to be added to the budget for the upcoming year to ensure that costs could be covered.

The Town Clerk suggested to members that this item was referred to the Finance Committee.

It was commented that the band and shooting club would be staying at the Water sports Centre in Pembroke Dock which was currently being booked up for next year and members of the Twinning committee felt that if they did not book soon they could lose out on accommodation as it is the only place which could hold the amount needed. It was stated that whilst the band was in Pembroke Dock during August they would take place in a tattoo and the shooting club would be part of a competition with the St Patricks shooting club.

It was questioned how many people from Pembroke Dock would benefit from this visit. It was commented that Twinning is important to the Town and should be supported. It was stated that the Bicentenary group will be helping fund part of the trip, and that only 70% of the accommodation costs are to be paid for.

It was

PROPOSED by Councillor M Colgan

SECONDED by Councillor P Kraus

RESOLVED - That £2000 should be allocated to the Twinning Committee to be used for the visit of the Band and Shooting Club from Bergen.

A vote was taken with 5 for the proposal and 4 against the proposal with 1 Councillor abstaining from the vote.

Councillor A Lee commented that she did not agree with this proposal and felt that the people of the town would rather the money was spent on play equipment in the park.

54. RWE – Proposed Atlantic Array Offshore Wind Farm Order

The Town Clerk informed members that she had received information on this Order the information received contains

- Location of proposed development
- Completed and signed application forms
- Environmental Statement

The information has been received on CD so if anyone wished to view it to contact the office.

55. Pembroke and Pembroke Dock Town Rider Service

The Town Clerk stated that she had received a letter from the Town Rider Service asking for funding for the upcoming year. They have stated that they have secured funding for 2013/2014 however from 1st April 2014 funding was not guaranteed, but there had been no requested amount stated.

The Town Clerk suggested that this was referred to the Finance Committee. It was commented that the information on this application should come back to Full Town Council meeting before any decisions are made. The Town Clerk assured members that the Finance Committee do not have any delegated powers so any final decision is with the Full Town Council. It was commented that the Town Rider is a necessary service and funding issues had come due to people not being able to use their existing bus passes.

56. Shelter Cymru funding assistance

The Town Clerk stated that she had received a letter from the above organisation requesting grant assistance. Members commented that this application was outside of their policy and would not be able to grant any funding.

57. Pembrokeshire Housing Annual Report

The Town Clerk stated that she had received a copy of the above Annual Report; if any members wished to view it.

58. Review of Electoral Arrangements for Pembrokeshire

It was stated that after the last meeting of the Town Council the Deputy Town Clerk contacted the Boundary Commission for Wales regarding the above consultation with member's comments.

It was commented that a letter had been received stating that
"Your comments have been noted and will be considered by the Commission along with other representations received when the Commission prepare their final proposals"

59. Rhoscrowther wind turbine proposals

The Town Clerk commented that she had received a letter from Lexington Communications regarding the above proposal.

The letter states that there was a public exhibition held at Angle Village hall on 18th July and they welcomed the opportunity to meet local community councils to update them on the feedback from the consultation and to explore some of the issues in more detail.

They are also keen to discuss how the community fund of 1.25m could be administered to maximise the benefit to the community; whilst Rhoscrowther Wind Farm Ltd would make the payments into the fund, it feels that it is important that all the key decisions are made locally and that control of the fund remains firmly with the local community. They would like to meet with members to discuss this information further.

Members agreed to invite Lexington Communications to a meeting of the Town Council.

60. Oil Painting of building of middle section of the Cleddau Bridge

It was commented that a call had been received from a gentleman based in the Midlands who stated that he had an oil painting which was done of his father who was involved in the building of the Cleddau Bridge.

The painting shows the middle section of the bridge being built and is approx. 4ft by 3ft.

The gentleman has kindly offered the painting to the Town Council and will be arranging with the office a date for him to deliver it to the Town Council offices. A location for the painting to be hung will be needed can I please have members ideas. Members commented that they would like to see the painting before deciding where it was to be located.

61. Port of Milford Haven Business Review 2012

The Town Clerk stated that she had received the above document from Milford Haven Port Authority; and if anyone would like to view the information to contact the office.

62. Memorial Lamp

At the Town Council meeting held on 4th April 2013 it was agreed that the etched writing on the Memorial Lamp should be re gilded. It was stated that a number of companies around the County had been contacted

but only one response had been received which was from EP Monumental Masons.

After speaking with the company they had suggested that the lettering was painted with gold paint instead of using gold leaf as it has a better life expectancy and will not require the area to be tented to protect the gold leaf during the application process.

The quote received was for £600 which includes

To clean existing letter on monument, seal and apply 3 coats of gold paint to lettering and remove any excess paint and sealer.

It was **PROPOSED by Councillor M Murton
SECONDED by Councillor M Colgan
RESOLVED - That the quote from EP Monumental Mason was accepted
and the work completed.**

63. Pater Church Tower

It was commented that at the last Town Council meeting it was agreed to approach the County Council regarding the Pater Church Tower to ask a number of questions regarding the sale of the building.

The Town Clerk stated that she had spoken with Helen Leighfield of the County Council who was the officer dealing with the sale of the Pater Church Tower, she stated that

"We have received further legal advice regarding the proposed disposal and are making further enquiries before we progress any further with the matter, we will be in touch as soon as practicable.

No guide price has been set for this property, we offered it to the market to ascertain if there was interest and to consider any proposals we receive.

It is unlikely that any special consideration would be given to the Town Council to purchase the Tower, I would be grateful if you could submit your proposal for our consideration."

The Town Clerk stated that there were a number of Issues to consider before purchasing the Paterchurch Tower.

The sales description includes a biodiversity clause which states *"Protected species are known to be/have been present at these properties, it is therefore recommended that a Protected Species Survey should be undertaken to accompany any future maintenance, planning application or development"*

Should protected species be discovered then this could lead to extra expense when maintaining or repairing the building.

The Town Clerk suggested that a survey of the building is carried out before any purchase of the building. The results of which may indicate that repairs and maintenance would be needed to the building. The cost of any repairs and ongoing maintenance must be known before purchase in order to determine whether it can be afforded by the Town Council.

This building is a Scheduled Ancient Monument and has to be maintained to an acceptable standard.

Pembroke Town Council have submitted a bid of £1.00 for the Barnards Tower based in Pembroke and have also submitted a complaint regarding the lack of consultation with Town and Community Councils prior to the advertisement of the sale.

It was commented that a lot of people were concerned about the sale of the Tower. It was stated that the maintenance of the Tower in future years could be costly and there is also the insurance costs to take into consideration. Members commented that as the building is protected it has very few uses even if it was sold to a developer. It was stated that the Tower was part of the heritage of Pembroke Dock and the possibility of the Town Council putting in a bid should be explored further.

Councillor P E George informed members that the Sunderland Trust had written to the County Council to express their concerns about the sale of the Tower and stating that they would support the Town Council if they were successful through the bidding process. She commented that the Bicentenary group were hoping to use the Tower next year. She stated that the Council should look at involving other community groups to see if they would like to be involved in helping the Town Council move forward with this.

The Town Clerk questioned if a way forward was to set up a committee who will meet with the community groups and gather the views of everyone. It was agreed that the Town Clerk should ask the County Council for details on the insurance costs and try to gain the Sales particulars.

It was stated that the Council's concerns should be highlighted in the press and a section encouraging other groups to help should be published with a view to meeting in the next two weeks to discuss things further. All members agreed this form of action.

62. Financial Request

Rebecca Powell of St David's Road, Pembroke has asked Council for financial help towards her studies of Performing Arts at Coleg Sir gar Graige campus Llanelli, to help towards her travel costs.

Members stated this application was outside of policy and could not grant financial assistance.

57. SUPPLEMENTARY REPORT OF TOWN CLERK

63. Review of CCTV cameras-Dyfed Powys Police

The Town Clerk commented that she had received an email from the local neighbourhood policing team explaining that they are carrying out a review of the CCTV cameras in the town. They would like a member of the council to meet with PCSO Dave Powell to review the cameras and their performance with a view to improving the service they provide.

The Town Clerk asked members for a volunteer to take part in these reviews, Councillor M Murton commented that she would like to put herself forward for this and all members agreed.

64. Cleddau Bridge – Dwr Cymru repairs

The Town Clerk stated that she had received an email informing Council that Dwr Cymru intend to start work on 9th September on replacing pipe work and the protective coating of the main. The work will be completed within 6 weeks.

65. Public Toilet closures-Pembroke Dock

The Town Clerk informed members that she had received an email from the County Council informing Council that the closure of the public toilets on Front Street and Hobbs Point will be put before the County Council's Environment Overview and Scrutiny Committee on 5th September 2013. Further consultation with members of the public will be held and these toilets will be closed on 8th November 2013. Responsibility for their future use, disposal or demolition will then be a matter for determination by the Council's Property Division.

66. Commission on Public Service Governance and Delivery.

Public services are vital to the people of Wales but the resources available to provide them are limited and the demand for them is increasing.

The Commission on Public Service Governance and delivery was established in April 2013 to look hard and objectively at the way public services are governed and delivered in Wales, and how they be improved. This broad remit covers all public services, that includes local government, health, emergency services, and cultural, heritage and environmental services.

The Commission will be at the Pembrokeshire Archives, Haverfordwest from 12.00 to 18.00 on 11th September 2013. It will be an open and informal drop-in meeting where anyone can come and speak to the Commission and have their say.

67. Welsh Government Consultation document- Designated Persons Order

The Town Clerk stated that she had a consultation document that required a response by November 2013. Members agreed to refer this to the Consultative committee.

58. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

59. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Police Forum

Councillor M Murton commented that she recently attended a meeting with the Police Forum and stated that Pembroke Dock would be losing a Sergeant who manages the PCSOs as he is moving to a different capacity, she commented that there would also be a PCSO moving to Tenby thus reducing the numbers in Pembroke Dock. The priorities for the forthcoming month were antisocial behavior, illegal parking and night disturbance.

Pater Hall Community Trust

Councillor P Gwyther commented that the Pater Hall trustees had done a good job with managing the building works and the new system with having an office available for bookings at the front of the building is working well and more bookings have been taken. He stated that there were still a few bits which needed completion by the builders but the treasurer was currently chasing to get these issues cleared up.

Councillor P Gwyther informed members that the Pater Hall Trust would be holding an opening event within the next 3-4 weeks. It was commented that a summary of the asbestos report had been received from the Trust and it was agreed this should be discussed at the next meeting. Cllr Gwyther suggested that the Town Clerk approach Mr Johnstone for a copy of the full report.

60. ACCOUNTS FOR PAYMENT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
18/07/2013	A Phillips – Fuel	£7.38	
18/07/2013	A Dillaway – Postage	£17.94	
23/07/2013	BT Business – Telephone Charges	£98.54	
25/07/2013	1&1 Internet Limited	£71.96	
30/07/2013	Westley Road Consultancy – Pump House Survey	£180.00	
02/08/2013	S Scourfield – Postage	£9.90	
07/08/2013	A Phillips – Fuel	£7.35	
12/08/2013	Pembroke Dock Home Hardware	£5.00	
13/08/2013	Princes Gate Water	£11.88	
13/08/2013	BDO LLP – Audit Fees	£690.00	
19/08/2013	A Phillips – Cable Ties	£1.19	
19/08/2013	Bush School Nurseries – Hanging Baskets	£2,114.96	CHQ 100201
20/08/2013	S Scourfield – Postage	£30.00	

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

Date	Description	Amount	Payment Method
13/08/2013	Pennar Robins AFC	100.00	CHQ 100200

ACCOUNT RECEIPTS

Date	Description	Amount
15/07/2013	Friends of Memorial Park - Reimbursement	£318.00
23/08/2013	Pembs CC – Precept	£50240.00

SALARIES AND WAGES

06/07/2013-05/08/2013	Salaries and Wages	£5534.68
06/07/2013-05/08/2013	Tax and NI	£1455.80

ACCOUNT BALANCES

18/07/2013	HSBC Current Account	£67136.67
18/07/2013	HSBC Premium Account	£32361.08

It was

PROPOSED by Councillor A McNaughton
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.

61. AGENDA/REPORT ITEMS FOR THE NEXT MEETING

There were no items to be added to the Agenda

62. COMMUNITY ISSUES

- A) Councillor P George commented that she had been in contact with David Lort-Phillips who has been working on the Beagle Project, he stated that Chili were very keen on Twinning with Pembroke Dock and keen to know more about the town. Councillor P E George commented that David Lort-Phillips were keen to talk with the council. It was suggested that he was invited to the meet with the Town Council on Thursday 31st October with the meeting starting at 6.15pm.
- B) It was commented that a number of compliments about the Town Councils General Assistant had been received, it was stated that he had been doing a very good job in the park and that the Town Centre was looking a lot cleaner and tidier.
- C) Councillor P Kraus informed members that Eileen Williams would be abseiling down St Johns Church Tower on Tuesday 10th September at 4pm.
- D) It was commented that there had been damage to some of the headstones in Llanion Cemetery, it was agreed that Councillor P Kraus would liaise with Councillor S Perkins with regards to the details of this issue.

63. MAYORS REPORT

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

Milford Haven Civic Service
Quins Carnival
Stackpole Walled Centre Opening
Wings Over Carew Festival
Oritelton Field Study Centre Open Day
Toured the ship of the TS Royalist