

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 31st October 2013

PRESENT: Councillors A McNaughton, K Higgs, M Murton, M Colgan, P E George, J Phillips, T Wilcox, P Kraus, D Earl, C Fortune, P Folland, A Lee & P Gwyther

IN ATTENDANCE:

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

77. PRESENTATION ON THE HMS BEAGLE PROJECT

David Lort-Phillips, co-founder of the HMS Beagle Trust and Marten Lewis, director of the Darwin Experience (Wales) presented a talk and short film on the HMS Beagle Project. The project is centred on building a modern version of HMS Beagle and is an educational programme to try and engage young people with science and the natural world at sea and on line. Two core themes are biodiversity and climate change, both of which form part of the HMS Beagle legacy. The project wishes to build links with the town of Pembroke Dock in a number of ways including building a replica of the HMS Beagle and the potential “twinning” with a town in Chile. The project is hoping to work with the town during 2014 as part of the bicentenary celebrations including collaborating with local schools and reviewing how the town and estuary has changed in the last 200 years and how it may look in another 200 years.

Initially the project would be requesting help from the town council in the form of a letter of support.

78. APOLOGIES FOR ABSENCE

Apologies were received from Councillors J McNaughton and S Perkins.

79. DECLARATIONS OF INTEREST

There were none.

80. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Christine Gwyther of Communities First informed the meeting of a “Pop Up Energy Shop” event that was being held at the Pater Hall on Thursday 7th November. This event will explore money saving and energy saving opportunities that might be available. Some informative literature was distributed amongst those present.

81. MINUTES OF 3rd October 2013

Councillor P Gwyther noted on Page 39, within the resolution of the grant awarded to the Pater Hall Trust, that it should read 70% rather than noting an amount as at this stage the final sum is not confirmed.

It was **PROPOSED by Councillor A McNaughton**
SECONDED by Councillor M Murton
RESOLVED – That, with the exception of the point above, the Minutes of 3rd October 2013 are adopted as a true record.

82. MATTERS ARISING FROM THE MINUTES OF 3rd October 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 still had not received any correspondence on this issue. Councillor T Wilcox stated that the Property Department of the County Council were contacted by him 3 months ago and confirmed the work would be carried out. Councillor Wilcox will chase PCC Property Department again.

Town Regeneration

It was questioned how committed the County Council might be with the regeneration of Pembroke Dock when they are reviewing possible car parking charge increases. The Deputy Town Clerk stated that the Town Regeneration Team have been in communication with the County Council and a number of

suggestions had been proposed including the introduction of a charge following an initial free parking period of one or two hours. There has been no response to this particular suggestion yet. However it was further noted that the County Council have not yet made a final decision on whether to enforce any potential increase.

CCTV

It was questioned whether any further progress had been made on the CCTV cameras within the town. The Town Clerk stated that was no further progress than had been reported at the previous meeting as there had been no clear resolution on exactly what further action the Council wanted to take.

It was noted that perhaps a review of the effectiveness of the CCTV needs to be undertaken to help with any further decision. Fishguard Town Council had carried out a similar review recently and following results from that had now removed the cameras from their town altogether. Councillor M Murton reiterated to the Committee of the invitation for any of the members to visit following her own recent visit to the CCTV centre and felt strongly that the CCTV cameras were still necessary within the town.

The CCTV cameras are monitored by a central station in Carmarthen. It was felt that there must be a log of incidents that is recorded and that this information should be available to Council for review. With this information it should be easy to check the effectiveness of the current location of the CCTV cameras against offences committed within the town and whether the footage leads to charges for these offences.

83. REPORT OF THE TOWN CLERK

83. Planning Committee

The Town Clerk informed a recent request by the chair of this committee, Councillor Earl, to ask Council to agree to increase the number of Councillors who make up this group to 7 from 5. Currently as the quorum is 3 members should some not be able to attend the meeting cannot go ahead. This causes problems as the County Council Planning Department have tight deadlines of 14 days from receipt of application details for submission of comments.

Agreement was sought for this increase of members on the Planning Committee which was unanimously agreed. The Town Clerk then requested two volunteers who wish to become part of this committee. The volunteers were Councillors A Lee and J McNaughton. Both these unanimously agreed by the Committee.

It was commented by Councillor T Wilcox that an ex-Planning Officer from PCC would be prepared to act as an additional source of planning knowledge if this was ever required by the Town Council's planning committee. Councillor A Lee has the contact details if additional knowledge or insight were needed.

84. Budget 2014/2015

At the last Town Council meeting a proposed budget was put before Council for agreement. As there were some changes to make subsequently the Town Clerk included the revised budget sheet showing those changes.

Agreement was sought for the revised budget and that this Town Council will request a precept of £150,720 from Pembrokeshire County Council.

It was

PROPOSED by Councillor M Murton
SECONDED by Councillor A McNaughton
RESOLVED - That the revised budget be accepted

85. Pater church Tower

The Town Clerk received a request from Councillor P George to include this issue as part of the Town Clerks Report and duly handed over to Councillor George for this item.

Councillor P George informed the meeting that an initial meeting of interested parties had taken place on 16th October to discuss the future of the Pater church Tower. This meeting had been very well attended by a number of local community groups including local schools, Scouts, Museum and a local History Group. All those who attended were 100% behind keeping the tower for the community. The plan will be for some of the attendees to form an independent group who will go on to form a Trust to look after the Tower. As

the deadline for submission of bids on the Tower is the end of November, there is no time for the "Trust" to be formed in such a short timescale. However, the plan is to gather "Letters of Support" to be submitted to the County Council to show the strength of local community intent. Councillor George requested the assistance of the Town Council offices to administer and collate this information.

The Town Clerk confirmed that an offer of assistance with some of the initial administration would be available.

It is felt that the Tower could play a large part in the Bicentenary celebrations during 2014 if successfully kept for the town.

It was **PROPOSED by Councillor P Gwyther**
SECONDED by Councillor A McNaughton
RESOLVED - That the Town Council assist with a letter of support.

86. Licence application

Pembrokeshire Adventure Centre, Cleddau Reach

This centre is managed mostly by the Prince's Trust and they are applying for a licence for live music, films and alcohol. Opening times will be Monday to Sunday, 10.00am until midnight.

It was questioned whether any background information had been supplied as to why a licence was being sought. It was felt that the centre's onsite restaurant was not a well-known venue and the addition of a licence would perhaps increase its appeal for a potential choice for eating out.

It was **PROPOSED by Councillor M Colgan**
SECONDED by Councillor P George
RESOLVED - That the application is approved

87. Financial Assistance

a) Bobath Cymru

This organisation asked for financial help in order to maintain the services it provides to children born with cerebral palsy.

Unfortunately this is outside the remit of the Town Council and would therefore be declined.

b) Eisteddfod Genedlaethol Cymru

The eisteddfod will be held in Carmarthenshire in August 2014. They asked Council for financial assistance towards that event.

Unfortunately this is outside the remit of the Town Council and would therefore be declined.

c) Vocal Energy

This group which is local asked Council for some financial help towards their expenses with regard to liability insurance and fees to the performing rights society. To help with these issues they are asked the Council for £350. The budget head of section 137 payments is only half spent so if agreed this request could be taken from that budget.

It was commented that Vocal Energy were one group who attended and performed at the recent opening event for the Pater Hall and are a very well-behaved, well-presented group. The group will also perform at the Pater Hall on December 7th.

It was **PROPOSED by Councillor M Colgan**
SECONDED by Councillor M Murton
RESOLVED - That a grant of £350 is given.

88. Street lights in Essex Road- Cleddau Bridge Hotel complaint

The Town Clerk had received a letter from the Assistant Manager of the Cleddau Bridge Hotel complaining about some street lights not working in the vicinity of the Hotel and also about the street lighting being switched off at midnight.

Mrs Renault, the Assistant Manager, was concerned about hotel staff being safe on their way home after finishing work which could be very late and after the street lights are switched off.

The Town Clerk informed Mrs Renault that Street lighting does not fall within the remit of the Town Council and directed Mrs Renault to the appropriate county council officer. Mrs Renault still wanted this to be reported to this Council.

84. SUPPLEMENTARY REPORT OF THE TOWN CLERK

89. Tidal Energy

The Town Clerk received an email from the marketing manager of a company called Tidal Energy Ltd who are hosting a public exhibition for the Delta Stream demonstration project at Ramsey Sound. Tidal Energy Ltd is an innovative tidal stream technology company preparing to install and test a full-scale prototype tidal stream generating device known as Delta Stream.

TEL has developed Wales' first consented tidal energy test site at Ramsey Sound in St Davids, Pembrokeshire and plans to develop a 10MW demonstration array project a short distance away from Ramsey Sound, at St Davids Head. Assembly and testing of the Delta Stream device will take place in Pembroke Dock later this year, before the unit is deployed in Ramsey Sound in 2014. Here, it will generate clean electricity for the homes of St Davids over its 12-month demonstration period.

The exhibition is to take place in the main hall in St Davids City Hall from 2pm – 6pm on Friday 22nd November and 10am – 2pm, on Saturday 23rd November and any member of the Town Council can attend through this open invitation.

90. Cystic Fibrosis

The Town Clerk received a letter and a phone call from a lady representing the Cystic Fibrosis trust explaining that in 2014 they are celebrating the formation of the Cystic Fibrosis Trust. They are hoping that this charity could become included in the charities that are supported by this council.

The Town Clerk explained to the lady that it was the Bicentenary of Pembroke Dock in 2014 and gave her the contact details of Councillor Pam George.

91. Pembroke Dock Civic Society

The Town Clerk received a letter of thanks from Mrs Veronica Roach for the grant that Council have agreed at the last council meeting.

92. Christmas lights Dimond Street

The Town Clerk had a conversation with Mr Mel Stephens who is responsible for street lighting with the County Council. As Council were aware, the County Council are in the process of renewing the lighting columns in the town. The reason this was being undertaken was due to a weakness in the columns which became apparent last Christmas when one of the Christmas lights was on a column that broke and fell onto the pavement. Due to other work commitments the work on the columns has been interrupted and not yet completed. The columns in Meyrick Street have been replaced so installation of our Christmas lights will be fine there, but in Dimond Street there are approximately 8 columns that have not been renewed. Mr Stephens was hoping that the work will be completed soon but he cannot guarantee that. The Town Council will stay in regular contact with PCC but there may be only a few Christmas lights installed in Dimond Street if the renewing lamp post project was further delayed.

85. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

86. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

There were none.

87. ACCOUNTS FOR PAYMENT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
26/09/2013	A Dillaway – Postage	£26.40	
30/09/2013	Swalec – Ablion Square	£29.76	
30/09/2013	M Saunders – Postage	£6.95	
26/09/2013	A Dillaway – Postage	£30.00	
30/09/2013	P Bowman – Winter Festival Fireworks Deposit	£330.00	
23/09/2013	Festive Lighting Company	£3273.60	CHQ 100204
26/09/2013	Festive Lighting Company	£2340.00	CHQ 100204
16/09/2013	Glyn Edwards Office Equipment – call out	£60.00	CHQ 100205
07/10/2013	Playwrite Group – Grotto Presents	£434.16	
08/10/2013	Soni Online – Grotto Presents	£23.66	
08/10/2013	The Glow Company – Lantern Parade Glowsticks	£200.99	
09/10/2013	S Scourfield – Stationery	£3.53	
21/10/2013	CCC Pensions Account – Pensions Payment	£239.98	
23/10/2013	M Jenkins – Postage	£1.10	
23/10/2013	Clarity Copiers	£428.40	
23/10/2013	Princes Gate Water	£11.88	

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

Date	Description	Amount	Payment Method
14/10/2013	Pembroke Dock Festival Group – Winter Festival	£4,500.00	

ACCOUNT RECEIPTS

Date	Description	Amount
26/09/2013	HMRC – VAT Refund	£1995.90
04/10/2013	Swalec – Credit balance on Pump House supply	£75.29

SALARIES AND WAGES

06/09/2013-05/10/2013	Salaries and Wages	£4683.48
06/09/2013-05/10/2013	Tax and NI	£1123.42

ACCOUNT BALANCES

24/10/2013	HSBC Current Account	£42928.45
24/10/2013	HSBC Premium Account	£32364.11

It was

**PROPOSED by Councillor M Murton
SECONDED by Councillor A McNaughton
RESOLVED - That the Town Council approve payment of
Accounts and Salaries and Wages payments, and also approve payments
previously agreed.**

88. AGENDA/REPORT ITEMS FOR THE NEXT MEETING

A Letter of Support for HMS Beagle Trust Project. However, this will form part of the Town Clerk's Report rather than a separate agenda point.

Councillor M Murton reminded the Committee that their proposals for a suitable venue for Christmas Lunch were still required now that time is ticking on.

89. COMMUNITY ISSUES

- A. It was questioned whether a decision had been received on free parking within the town during December and whether this might be all week rather than just Saturday and Sunday as this would surely encourage higher footfall during the lead up to Christmas. A decision has not yet been made by the County Council.
- B. Councillor P Kraus commented that he had carried out a clear up of the old railway lines and the St Govans Centre alleyway again. The Deputy Town Clerk stated that the alleyway is private property and therefore falls outside the remit of the County Council. However, the Town Regeneration Team are working with Greenlinks who place people on work based projects and there might be a possibility of using this collaboration to tidy up certain areas including the railway line.

90. MAYORS REPORT

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

Attendance at the town Regeneration meeting
Fishermans Mission Commissioning Service
Gild of Freeman of Haverfordwest Benefactors Service
Opening of Michaelmas Fair, Pembroke
Mayoral Civic Service

Councillor J Phillips expressed her disappointment as the low turnout of her fellow councillors at the Civic Service held on 13th October but looked forward to a higher turnout at the upcoming Remembrance Service on 10th November.

The Deputy Town Clerk informed the meeting at this point that the planned Remembrance Service on Saturday 9th November at the Military Cemetery would be held outside the gates as the continued remedial work within the cemetery had not been completed.

There being no other business, the meeting closed.