

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 28<sup>th</sup> November 2013

**PRESENT:** Councillors M Colgan, D Earl, C Fortune, P George, P Gwyther, P Kraus, A McNaughton, J McNaughton, M Murton, S Perkins, J Phillips and T Wilcox

**IN ATTENDANCE:**

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

**91. PRESENTATION ON THE PROPOSED RHOSCROWTHER WIND FARM**

Steven Radford presented a short overview of the proposed development of a wind farm on land at Rhoscrowther. The development will be for 5 turbines each of an approximate overall height of 100m which would provide power for a total of 6,000 properties. The development is proposed to stay within a similar footprint to that of the refinery thus lessening the impact of the new turbines and site once complete. As a comparison Mr Radford explained that the stacks at the refinery at approximately 164m each compared to the proposed 100m of each of the 5 turbines planned for the site. The developers have carried out detailed surveys (including noise surveys) and produced site drawings and line of sight plans for the site to detail the visual impact that the site will have on the surrounding area. It is envisaged that the full planning application will be submitted to PCC during early 2014.

**92. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors P Folland, K Higgs and A Lee.

**93. DECLARATIONS OF INTEREST**

There were none.

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

There were no public in attendance.

**95. MINUTES OF 31<sup>st</sup> October 2013**

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor P Kraus**

**RESOLVED – That the Minutes of 31<sup>st</sup> October 2013 are adopted as a true record.**

**96. MATTERS ARISING FROM THE MINUTES OF 31<sup>st</sup> October 2013**

**Victorian Stamp Machine**

It was confirmed that the work to preserve the stamp machine has now been carried out.

**Planning Matters**

Item 83 on Page 51 contained a comment from Councillor T Wilcox that an ex-planning officer would be prepared to offer additional knowledge if required. Councillor Wilcox wished to correct that this ex-planning officer is not from Pembrokeshire County Council as was noted in the minutes of 31<sup>st</sup> October.

**97. REPORT OF THE TOWN CLERK**

**93. Town Council Noticeboard**

The current noticeboard on the exterior wall of Pater Hall in Dimond Street is difficult to open because one of the locks has broken. This has been discussed in Council previously and quotes for a new noticeboard have been sought. The size of the noticeboard which is currently in place is 1450 x 1800 with an aluminium brown frame.

Below are the sizes and prices found from 3 different companies:

**Creative Solutions - www.creative-solutions-direct.co.uk**

Magnetic Exterior 2 Door Noticeboard	1050 x 1800 Brown	£573.28
Lighting		<u>£108.75</u>
		£682.03

Magnetic Exterior 2 Door Noticeboard	1050 x 2300 Brown	£635.74
Lighting		<u>£166.55</u>
		£802.29

**Work Place Products - www.workplace-products.co.uk**

Dual Door Outdoor Lockable Notice Boards (No Lighting Options Available)	1050 x 1800 Brown	£711.88
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**Greenbarnes Ltd – www.greenbarnes.co.uk**

Single Bay Range	1060 x 1600 Silver	£1016.12
Lighting		<u>£ 160.93</u>
		£1177.05

Single Bay Range	1060 x 2000 Silver	£1171.73
Lighting		<u>£ 179.55</u>
		£1351.28

Multibay Range – 2 Bays	1085 x 1634 Silver	£845.73
Lighting for each bay		<u>£ 145.52 x 2</u>
		£1130.77

The connection of the lighting by an electrician should cost a maximum of £100 taking into consideration any problems that might arise. Contact has been made with the planning department at Pembrokeshire County Council whether to discuss any planning permission that might be required. Planning advised that a pre application with dimensions and details would need to be submitted before an answer could be given. The Town Clerk suggested that the 1050mm x1800mm noticeboard from creative solutions would be a good solution and that we enter into discussion with the Planning department.

It was commented whether lighting would be necessary and the consensus was that yes the noticeboard should be lit as the display would be readable at all times.

There was general agreement with the Town Clerk's suggestion and therefore discussions detailing the proposed noticeboard dimensions would be commenced with the Planning Department at PCC.

**94. Mayoral Elections**

The Town Clerk reminded members that information for the election of the mayor and deputy mayor for the oncoming year is included in the Town Clerk Report for February. However, the Town Clerk suggested that this changes slightly for Mayoral year 2014-15 to a more formalised process. The new proposal suggested that, in February, Council is asked for nominations for mayor and deputy mayor by letter on a form. Councillors can complete this form but when nominating must include a proposer and a seconder. These forms are then to be sent back to the office. The nominations can then be presented to Council at the March meeting where a secret vote can take place to elect the mayor and deputy mayor for the oncoming year.

It was commented that the new formal process is a good idea however, it was felt that nominations should take place in January with the election process taking place during the February meeting.

There being agreement with this, the Town Clerk confirmed that nomination papers will be included for the January meeting.

**95. December Meeting**

The Town Clerk stated that current proposals are for the next Council meeting to be held on 12th December. This would only be two weeks after the meeting on 28th November and would be very close to the Christmas holidays. As this is a very quiet time of year with only the Christmas lantern parade and Santa's grotto to

contend with the Town Clerk suggested that there is no meeting in December and Council meet in January as planned.

There was general agreement with the Town Clerk to cancel December's meeting and reconvene in January.

#### **96. Darwin and Beagle Project**

As a result of the presentation by the Darwin and Beagle project at the last meeting, it was requested that the Town Clerk include it again for further discussion.

Councillor P George stated that since the presentation she had received no further communication from the project team and that any further assistance from the Town Council should be postponed until such time as the project team make contact again.

#### **97. Financial Assistance**

##### **a) Pembroke Dock Town Team**

The Town Clerk had received an application for financial assistance from the chair of this group Mr Lee Griffiths. The group are working together with Pembroke Dock Town Council and Pembrokeshire County Council to maximise the economic prosperity and culture of the town. The group wished to employ an artist to develop designs to be used on the shutters of the business premises of St Govan's Centre. This would be an attempt to improve the appearance of that part of the town. The group asked for a sum of £150.

It was questioned whether public monies should be used to help individual businessman as the St Govan's Centre is privately owned. It was commented that the area in question is very untidy and gives the wrong impression of the town. It was felt that a verbal proposal to the owner to request his attention to the shutters might be a way forward although the Centre Manager has been unsuccessful with this approach in the past.

It was further commented that the Regeneration Team have only just been set up and encouragement from the Town Council should be forthcoming to ensure the Team continue with their work and ideas.

It was **PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor M Colgan**  
**RESOLVED – That no financial assistance be given on this occasion.**

##### **b) Santes Ffair After School and Holiday Club**

A grant application was received from the club asking for any donation towards their healthy eating project. Any money given to them will be spent on buying food for cookery night, trips to visit local food premises and purchasing craft items.

It was commented that the group were asking for funds toward general running costs rather than for a special event and therefore a proposal was put forward that no assistance be granted on this occasion.

It was **PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor P Gwyther**  
**RESOLVED – That no financial assistance be given on this occasion.**

##### **c) Urdd Gobaith Cymru**

The Urdd will be located in Meirionnydd next May and requested financial assistance for the event.

Unfortunately as the group are not within the area, financial assistance was declined.

#### **98. St Patrick's Hall, Pennar**

The Town Clerk had received a letter thanking the Council for the grant that has been awarded to the group for the next financial year.

It was commented that the project will make a huge difference to the Pennar Community when it is set up.

### **99. Budget and Service Delivery for Town Councils – meeting with Leader of Pembrokeshire County Council**

The Town Clerk reminded the committee of a meeting being held on 11<sup>th</sup> December to discuss the implications of this year's financial settlement and the process of reviewing service delivery. Attending from the Town Council will be the Town Clerk, Deputy Town Clerk and Councillor A McNaughton.

### **100. Licence Application – Charlton Hotel, Bush Street**

The Town Clerk had received a copy of a licence application for the Charlton Hotel made by Mr Simon Smith-Wrench and Ms Alana Fielding.

The licence is for providing alcohol 1000hours to 2400hrs for Sunday to Wednesday inclusive, 1000 to 0030 on Thursday to Saturday inclusive and between 1000 hours on New Year's Eve to 1000 hours the following day. During rugby and football world cup matches the hours of one hour before the start and one hour after the end of the game, this licence to include recorded music and refreshment during these hours.

*At this stage, Declarations of Interest were expressed by Councillors D Earl and T Wilcox both of whom personally know one of the applicants.*

There was general agreement for the licence application as the premises have had no problems in the past.

### **101. Open Space Society – Subscription Renewal**

The annual subscription for the Open Spaces Society is due for renewal at £45.00. In the past the advice and help received from this society has been very helpful and will be so again when it comes to seeking information about how to manage the village green in Pennar.

It was agreed that the subscription be renewed.

### **102. Pembroke Dock Bicentenary Celebrations**

The Town Clerk had received a letter from this group asking members to attend a service of celebration to mark the beginning of 2014, the year of the town's 200th anniversary. The service will be held at 6.30pm on Wednesday 1st January 2014 to be held at Pennar Community Church, Bethany Chapel, High Street.

Councillor P George also advised the meeting that a brunch was planned for New Year's Day in the Pater Hall and tickets would shortly be available for £5.

### **103. Cyd Cymru – Collective Energy Switching**

The Town Clerk advised the meeting about Cyd Cymru a new collective energy switching scheme, which has recently been launched and is being backed by Pembrokeshire County Council. The Cyd Cymru scheme has been developed and supported by stakeholders across Wales to help people take part in collective energy switching. At a time when the costs of energy seem to be going up, ways to save some money have never been so important. Collective energy switching is important as it allows people to group together to negotiate better deals with energy providers. Cardiff and the Vale of Glamorgan Council's will be leading on the scheme, but have made the opportunity available to residents from across Wales, with the aim of enabling an all-Wales switch, and giving everyone in Wales the opportunity to make some savings on their energy bills.

The County Council will be doing everything they can to ensure that residents in Pembrokeshire are able to access the potential savings from being part of the scheme. People in rural areas such as Pembrokeshire are at even more risk of fuel poverty, so this is an excellent opportunity to help residents, especially the vulnerable, to access opportunities to save. The key to the success of the project will be engagement and awareness raising with residents, to ensure that they know about the scheme and are fully aware of its benefits. Residents have to register their interest to be part of the scheme; therefore we need to ensure that they are given the information and confidence to make the most of this opportunity.

#### **104. New Traffic Orders, Pembroke Dock**

The Town Clerk advised of two new orders.

1. No waiting at any time on Admiralty Way-double yellow lines are proposed on both sides of the road for a 10 metres length near the access to the Dockyard.

It was commented what the benefits of the introduction of the double yellow lines in this area would be as there is not a heavy flow of traffic. The Town Clerk will contact the Highways Department to clarify the decision to introduce this order.

2. Disabled Bay 30 minutes 8am – 6pm Argyle Street  
A second disabled bay is proposed on the east side of the road outside the County Council Offices.

It was questioned whether 30 minutes is sufficient length of stay for an additional disabled bay however it was pointed out that there are disabled parking spaces available within the car parks of both the Doctors Surgery and the PCC Offices should they be required.

#### **105. Temporary Footpath Closure, St Peters Road to Pembroke Road, Pembroke Dock**

The Town Clerk had received notification of a footpath that is to close on a temporary basis.

The footpath runs from St Peters road to Pembroke Road. The closure commences on 9th December and remain in force for a period of 2 weeks or until the works which necessitate the closure have been completed.

### **98. SUPPLEMENTARY REPORT OF THE TOWN CLERK**

#### **106. The Role of Alderman**

The Town Clerk received a letter from Pembroke Town Council explaining that their Councillors have discussed the possibility of having an Alderman for the town of Pembroke. Pembrokeshire County Council would have to give permission for this to happen.

Pembroke have discussed the idea that other towns in the county may wish to install an Alderman and are asking whether Pembroke Dock would wish to join them in pursuit of bringing back this title.

It was questioned exactly what the role means and what the Alderman would do. No decision should be taken until further information is received for any further discussion to take place prior to a final decision.

#### **107. Atlantic Array Offshore Wind Farm**

The Town Clerk had received an email explaining that this project has been stopped. An agreement between the Crown estate and RWE has been reached to stop this project.

'Due to the technical challenges specific to the zone, coupled with the current market conditions, it is uneconomic for RWE to continue with the Atlantic Array development'.

This has been reported in the press.

#### **108. Waste and Recycling Collections over Christmas and New Year**

The Town Clerk received notification from the County Council that there will be changes to the usual waste collection day of Wednesday during the Christmas and New Year break. There will be no collection on Wednesday 25<sup>th</sup> December but the rubbish will be collected on Friday 27<sup>th</sup> December. For the normal collection date of Wednesday 1<sup>st</sup> January the rubbish will be collected on Thursday 2<sup>nd</sup> January 2014.

The Civic Amenity and recycling centres are open every day except for Christmas day, Boxing Day and New Years Day.

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

A date and venue for a Christmas gathering had yet to be decided and a menu for The Station had been circulated. Other alternatives had been looked at. 9 Councillors confirmed they would like to attend and Councillor P George would secure a date and this information would be circulated to all.

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

### **Police Forum**

Councillor M Murton confirmed the next meeting of the group would be Wednesday 4<sup>th</sup> December and that there had been no further changes since her last report.

### **Pater Hall Trust**

Councillor P Gwyther stated that the Trust are still continuing to sort out the paperwork for the recent building works and the final invoice was only received last week. All invoices have to be paid upfront by the Trust prior to receiving the grant monies that have been awarded.

### **Festival Group**

Councillor D Earl advised the meeting that the Winter Lantern workshops would be taking place over the weekend of 30 November and 1 December in preparation for the Lantern Parade on Friday 6<sup>th</sup> December. The Parade will commence at 6pm from the Youth Centre. There is a need for further volunteers to help with stewarding and lantern carriers for the night.

Santa's Grotto will take place on Saturday 7<sup>th</sup> December from 11am at the Pater Hall.

### **Friends of Memorial Park – Skate Park**

Councillor S Perkins and the Town Clerk gave an update on the skate park project. The project will cost just over £60,000 to develop. The current funds received are £22,000 from the Friends of Memorial Park, £13,000 from Pembrokeshire County Council's community regeneration fund, £4,950 from Awards for All, £10,000 from Community Foundation in Wales and £1,200 from Milford Haven Port Authority. This only leaves £9,200.60 remaining.

There are currently two further grant applications that have been submitted to the local police and to Sports Wales. The Town Clerk also mentioned that she had been made aware of a new Community Funder within Wales who could be approached for potential funding.

One of the leaders from the Youth Centre will ask the youngsters to have another fundraising push to help toward the final target.

Any monies raised above the target for the skate park will be used to further enhance the memorial park.

Councillor Perkins noted the group's thanks to the Town Clerk and to Jo Brookman for completing and submitting the funding applications to date.

### **Railway Line**

There has been no further progress on developing this area of the town following the recent clean up that had taken place. The Chair of the Regeneration Team is contacting the landowner to try and push forward the ideas for enhancing the area. Councillor P Kraus commented that there are lots of local people who would be willing to help including the local fire department cadets who are working toward their Duke of Edinburgh Awards for example.

## **101.ACCOUNTS FOR PAYMENT**

The Town Clerk stated that the remedial works on the Pump House were due for completion on Friday 29<sup>th</sup> November and the works had gone to plan and the improvements were visible for all to see. It should be noted that the door to the Pump House would need to be replaced during the next but one Financial Year.

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
24/10/2013	A Dillaway – Postage	£27.50	
28/10/2013	Mr Kevin Jones – Wreaths for Remembrance Day	£74.00	CHQ 100206
28/10/2013	BT – Telephone Services	£97.83	
28/10/2013	BT – Broadband Services	£82.80	
28/10/2013	1&1 Internet Limited	£71.96	
28/10/2013	Modern Print – Christmas Cards	£90.10	
31/10/2013	Greenside – Hi-Vis Workwear	£24.81	
04/11/2013	A Phillips – Pump House Repairs Materials	£80.96	
05/11/2013	A Phillips – Pump House Repairs Materials	£5.70	
05/11/2013	A Dillaway – Postage	£44.40	
06/11/2013	Smiths Scaffolding – Pump House	£450.00	CHQ 100208
07/11/2013	S Scourfield – Postage	£7.95	
11/11/2013	D Edwards – Pump House Maintenance	£76.92	CHQ 100209
06/11/2013	Euroffice Ltd	£16.36	
14/11/2013	A Phillips – Pump House Materials	£8.00	
18/11/2013	D Edwards – Pump House Maintenance	£76.92	CHQ 100210
18/11/2013	A Phillips – Pump House Materials	42.18	
12/11/13	Festive Lighting Company	£254.40	CHQ 100211
21/11/2013	CCC – Pension Payment	£239.98	

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
05/11/2013	Pater Panto Group	£350.00	CHQ 100207

**ACCOUNT RECEIPTS**

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

**SALARIES AND WAGES**

06/10/2013-05/11/2013	Salaries and Wages	£5224.32
06/10/2013-05/11/2013	Tax and NI	£1300.94

**ACCOUNT BALANCES**

21/11/2013	HSBC Current Account	£35240.42
21/11/2013	HSBC Premium Account	£32365.65

It was

**PROPOSED** by Councillor J Phillips  
**SECONDED** by Councillor M Murton

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

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

There were none.

**103.COMMUNITY ISSUES**

- A. Minor Injury Unit Closure: A recent minor accident at a local school raised the issue of exactly what type of injuries can be dealt with by Argyle Street Surgery. The Town Council will request the information from the surgery and ask them to clarify what process people should follow.
- B. Public Gallery: It had been reported that the regular attendees of the council meeting found that the meetings were inaudible. It was questioned if the meeting could resume usage of the Chamber on the first floor. Unfortunately this is not possible due to the disability access statement.
- C. It was questioned whether a replacement tree would be planted in Commercial Road following removal of an existing tree. The Town Council will request information from Pembrokeshire County Council.

**104.MAYORS REPORT**

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

Remembrance Services at Military Cemetary,  
Pembroke and Pembroke Dock.

Tidal Energy – Opening of new office within the town  
HOPE Therapy musical evening

Mustang Marine – Opening of the new construction hall

Pembrokeshire Scout Association presentation evening  
Gild of Freeman of Haverfordwest church service

**105. PRIVATE AND CONFIDENTIAL**

It was

**PROPOSED by Councillor J Phillips**

**SECONDED by Councillor M Murton**

**RESOLVED - That the press be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.**

There being no other business, the meeting closed.