

At a Hybrid Meeting of Pembroke Dock Town Council on Thursday 6th June 2024

PRESENT: Cllrs: P Aston-Jones, M Bowen, S Briskham, C Francis-Boswell, J George, P George, G Goff, C Lee, J Lyons, G Manning, S O'Connor, M Wiggins, M Williams, T Wilcox

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Hart – Deputy Town Clerk

Caroline Mason - Communities and Committees Officer

Cllr Williams opened the meeting and welcomed everyone.

10. APOLOGIES FOR ABSENCE

Apologies of absence were received from Cllr S Lucas

11. DECLARATIONS OF INTEREST

Item 8 of the Town Clerks Report – West Wales Maritime Heritage grant – Cllr Wiggins and Cllr Lyons declared a personal interest.

Item 8 of the Town Clerks Report – Warm rooms – Cllr Wiggins, Cllr Williams, Cllr Aston Jones, Cllr P George, Cllr Francis Boswell declared a personal interest.

Item 8 of the Town Clerks Report – Fire Station Funday donation – Cllr Francis Boswell, Cllr Bowen declared a personal interest.

12. QUESTIONS AND ANSWER SESSION WITH GUEST SPEAKERS (20 MINUTES)

There were no guest speakers present at the meeting.

13. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC (10 MINUTES)

There were no members of the public present at the meeting.

14. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 4th APRIL 2024.

Page 93 – Item 137 To receive a report from Town Clerk

Cllr O'Connor commented that there was a typing error, he said that the minutes stated that - members of PDTC agreed to adopt the Grant Application form with the inclusion

of the proof of evidence being required and it should read will be recalled if proof or evidence showing the grant being spent is not received.

**It was PROPOSED by Cllr O'Connor
 SECONDED by Cllr Goff
 RESOLVED - That the Minutes of Thursday 4th April 2024
 are adopted as a true record.**

TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 2nd MAY 2024

Page 1 – Item 3 Election of Mayor 2024/2025

Cllr O'Connor commented that the minutes stated that all members present voted for the proposal. He said did not vote for the proposal.

Page 2 – Item 4 Election of Deputy Mayor 2024/2025

Cllr O'Connor commented that the minutes stated that all members present voted for the proposal. He said that he did not vote for the proposal.

The Town Clerk informed members that it is up to Cllrs to make it clear if they are abstaining from a vote.

Page 3 – Item 5 Questions and answer session with members of the public

Cllr O'Connor commented that the minutes stated he said due to underfunding, but he said historic underfunding.

**It was PROPOSED by Cllr Bowen
 SECONDED by Cllr Lee
 RESOLVED – That the minutes of the Annual General
 Meeting of Thursday 2nd May 2024 are adopted as a true
 record.**

15. MATTERS ARISING FROM THE MINUTES OF THURSDAY 4th APRIL 2024

Page 99 – Item 144 – Community issues

Cllr Williams commented that there was an open session at the refill shop but there was not much there for people, she said that she would still like to ask them for information on the reasons why the business did not succeed and where the funding provided by council was used.

MATTERS ARISING FROM THE MINUTES OF THURSDAY 2nd MAY 2024

There were no matters arising from the minutes.

Cllr Briskham joined the meeting at 18.40pm

16. TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

7. D Day Celebrations

The Town Clerk informed members that on 6th June it will mark the 80th anniversary of D Day Landings. To commemorate this there will be events held across the country with specific services being held.

The Town Clerk stated that in Pembroke Dock the following events will be taking place:

- **Raising of the flag – 9.00am at the Pater Hall with tea and coffee after in the Pater Hall**

The Town Clerk thanked the Pater Hall Trust for their participation of the raising of the flag.

- **Lighting of the beacon – 9.15pm down at Criterion Way**
- **D Day Dance – Pater Hall – 7th June 2024**

Cllr Francis Boswell commented about the D Day dance and expressed that it would be nice to see as many Councillors there to support.

8. Finance Committee Recommendations

The Town Clerk stated that members of the finance committee met to discuss some recent grant applications.

Cllr O'Connor commented that although the meeting was not quorate the members present discussed the applications received.

Grant Applications

West Wales Maritime Heritage Centre has requested - £996.00

This application is for funding to install cameras and tv to show the inside of the charterhouse lifeboat to visitors with mobility issues that are unable to access the viewing platform.

It was **PROPOSED by Cllr O'Connor**
 SECONDED by Cllr Aston Jones
 RESOLVED – That members of PDTC agreed to award
 West Wales Maritime Heritage a grant of £996.00

A vote was taken, 11 members for, 1 abstention

Warm Rooms funding for Summer Period

A request had been put forward for Council to consider extending the warm rooms funding into the summer period as the groups around the town have become more friendship groups and are well attended by residents. For the Winter period it was agreed for £100 to be set aside for the warm rooms and this was utilised.

It was recommended that £1000 was allocated in the donations budget for warm rooms to continue throughout the summer period – April – September with August excluded.

**It was PROPOSED by Cllr Bowen
 SECONDED by Cllr O'Connor
 RESOLVED – That members of PDTC agreed for £1,000 to
 be allocated to Warm rooms over the summer period**

All members agreed

Fire Station Fun Day Donation

The Town Clerk stated that a letter had been received from Mid and West Wales Fire and Rescue Service asking if PDTC would consider donating to towards the Fire Station Open Day on Wednesday 31st July 2024.

Cllr O'Connor didn't know how to approach the request and asked if more information could be obtained as they were unsure if the request was towards the Firefighter's Charity or the Fun Day, he said they wanted to support it but felt it needed further debate with members.

Cllr Wilcox joined the meeting at 18:49pm

Members discussed the donation request and Cllr Goff proposed that a £200.00 donation is given toward the Fun Day on 31st July

**It was PROPOSED by Cllr Goff
 SECONDED by Cllr P George
 RESOLVED - That members of PDTC agreed for donate
 £200.00 towards the funday**

A vote was taken, 10 members for, 2 abstentions

17. TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK

There was no supplementary report of the Town Clerk

18. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

Cllr Williams had no other items which he decided were urgent.

19. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES

PLANNING COMMITTEE REPORT - Cllr Bowen informed members that the Planning committee met on Tuesday 14th May 2024 and she thanked the members for attending. Cllr Bowen updated members on the planning applications reviewed during the meeting

24/0014/PA – Use of outbuildings as an Annex

30 Water Street, Pembroke Dock, SA72 6DN

Cllr Bowen commented that this application had two objections and that there was no green infrastructure.

The application has not been approved.

24/0074/AD – Installation of 12 x No illuminated signs

Home Bargains, Llanion Park, Pembroke Dock, SA72 6DY

Planning committee all agreed to support, and the application has been approved

24/0073/PA – Installation 1 x ANPR

Home Bargains, Llanion Park, Pembroke Dock, SA72 6DY

Planning committee all agreed to support, and the application has been approved

Cllr Briskham commented that if he had realised which company Home Bargains were using, he would not have supported the application.

Members discussed the problems people have been having with car parks being managed by the Company, but none of the issues raised would be a planning reason.

The Deputy Town Clerk stated that you cannot justify refusing planning due to a company

not the system. She said that the ANPR system takes your numbers plate when you drive in and you get 2 hours free parking, it is not a planning reason within the LDP2.

Cllr Bowen commented that it is disappointing having these comments now as members did not raise them in the meeting.

The Town Clerk stated that the decision of the Town Council is only a recommendation as a consultee, we do not make the decision, this is made by Pembrokeshire County Council.

20. TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Cllr Williams commented that she had recently been to a PPG meeting, and that she raised that there were some items missing from the minutes. She said they apologised and ensured the items would be included in the next minutes. Cllr Williams gave the group a report from the Town Clerk and requested that the minutes were proposed and seconded.

Cllr Williams commented that she had asked about new members to the group and was informed they have had a lot of applications, she said that there will be an interview process by the Practice Manager and Chair. She said she asked if there will be a meeting in July as they are by-monthly. It was agreed they would have a meeting July/Aug and then in September for the new group members.

Cllr Francis Boswell commented that everybody on the committee should see the applicants not just the Chairman and the Practice Manager.

Members discussed the appointment system and under the new legislation, reception need to offer forward appointments which would be a phone call appointment only. However, members commented that this is not being offered. Cllr Williams commented that she will bring up at the next meeting as they need to be made aware so that further training can be given.

**21. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS
ACCOUNTS FOR PAYMENT**

Date	Description	Amount
25.04.2024	Zoom meeting	£15.59

26.04.2024	Post office – postage	£20.70
29.04.2024	British Gas – Electricity bill	£44.06
30.04.2024	British Gas – Old Pump House	£14.34
01.05.2024	Sage - payroll	£34.80
01.05.2024	1 & 1 Internet	£19.32
02.05.2024	Clarity Copier	£30.34
02.05.2024	My true self therapy	£300.00
02.05.2024	S Scourfield -sundries	£24.84
03.05.2024	British Gas – gas bill	£151.36
07.05.2024	Anthony Bamford – window cleaning 03.05.24	£10.00
07.05.2024	P A Lynch	£1,600.00
07.05.2024	Sage - payroll	£34.80
08.05.2024	Google Cloud	£6.34
13.05.2024	SSE Energy – Albion Square	£42.06
14.05.3024	1 & 1 Internet	£77.96
20.05.2024	Anthony Bamford – window cleaning 20.05.2024	£10.00
22.05.2024	SSE Energy Supply	£13.16
23.05.2024	Bank charges	£8.00
28.05.2024	Zoom meeting	£15.59
28.05.2024	British Gas – electricity bill	£45.98
30.05.2024	British Gas – Old Pump House	£13.87

PAYMENTS PREVIOUSLY AGREED e.g., Grants, Sec 137 payments, allowances

Date	Description	Amount
26.04.2024	St Patricks warm rooms	£26.72
01.05.2024	Pater Hall warm rooms	£297.08
08.05.2024	Mayor Allowance – Cllr Maria Williams	£1,500.00
08.05.2024	Deputy Mayor allowance – Cllr Michelle Wiggins	£500.00
08.05.2024	Pembs County Council – Parks - Service Level Agreement	£1,282.00
23.05.2024	Pennar Village Green grant	£1,000.00
24.05.2024	Pater Hall Grant	£10,000.00
28.05.2024	Tall Ships 2 nd year grant	£5,000.00
28.05.2024	Friends of Memorial Grants 2 nd year grant	£3,000.00

ACCOUNT RECEIPTS

Date	Description	Amount
02.05.2024	Interest	£94.60
29.04.2024	Precept	£77,716.00

SALARIES AND WAGES

06.05.2024– 05.06.2024	Salaries	£ 4,470.61
06.05.2024 – 05.06.2024	Tax & NI	£ 974.83
06.05.2024 – 05.06.2024	Pensions	£ 1,480.47

ACCOUNT BALANCES

30.05.2024	HSBC Business Account	£ 99,012.21
30.05.2024	HSBC Premium Account	£ 59,421.80

It was **PROPOSED** by Cllr O'Connor
 SECONDED by Cllr Lee
 RESOLVED: That Pembroke Dock Town Council approve
 payments of the above Payments, Receipts, Salaries and
 Wages for 26th April 2024 to 30th May 2024.

All members agreed.

22. AGENDA ITEMS FOR THE NEXT MEETING

Cllr O'Connor commented that he would like to discuss the renewal of the Pater Hall Trust lease and asked if the information could be sent to Councillors prior to the meeting.

Cllr Bowen asked if an update can be given on the disabled access and when the work would be happening at the Town Council office.

23. COMMUNITY ISSUES

Cllr Goff commented about the overflowing skip on Bush Street, he said it looks a mess and will be attracting vermin.

The Town Clerk stated that the skip has been reported and photos have been sent to PCC

Cllr Goff commented about the permit parking signs in Church Street. He said that the

signs were sprayed over 5 weeks ago, and the enforcement team can't issue parking tickets. Cllr Goff asked if the Town Council can officially contact PCC.

The Town Clerk stated that The Town Council have officially contacted PCC but have not yet received a response.

Cllr Aston Jones commented about the number of caravans being left on the streets. The Town Clerk informed members that there is no policy with PCC and that is with the legal team.

Cllr Wiggins commented about the Streetscape scheme for Queen Street and Dimond Street. She said that the uptake hasn't been very good and asked if there is anything the Town Council can do to promote it.

It was agreed that flyers would be delivered to each shop in the two streets to promote the scheme.

Cllr O'Connor commented that it is good to see something being done with the house n the corner of Gwyther Street.

Cllr Aston Jones commented about the property and that large dormer windows have been built to the rear, he said he is keeping an eye on the property as he said they are overlooking.

Cllr J George commented about the overgrown grass on the top road, he said that it is difficult for drivers to see people crossing and is dangerous.

The Town Clerk stated that there is a schedule for hedges which takes place certain times of year due to protection of wildlife and species, she said that she will contact PCC to ask when the area is due to be cut.

Cllr Briskham commented about the upper part if Church Street, he said that the cars parked on the sides of the road are causing obstruction and can it be raised with highways.

The Town Clerk updated members on the portacabin on Water Street – she said that the portacabin has gone and they have submitted a planning application for multiple occupancy.

Cllr P George commented that she would like to congratulate Madame Mayor for a good Civic Service and a lovely buffet.

24. MAYOR'S REPORT

Cllr Williams commented that she has been to the following events:

Pembroke Civic Service – 12th May

Her own Civic Service – 19th May

Haverfordwest Town Council Annual meeting and Luncheon – 26th May

Meet and greet at Bethel Chapel

VC Gallery Awards – 5th June

Raised the flag for D Day – 6th June

DATE OF NEXT MEETING

Cllr O'Connor commented about the date of next meeting being 4th July, he suggested postponing the meeting due to the General Election being on 4th July.

The Town Clerk suggested Thursday 11th July 2024 at 6.30pm

All members agreed

There being no other business the meeting was closed.