

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 15th JUNE 2017**

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**Present:**

**Councillors:**

D Boswell (Mayor)	C Doyle	
A Cooke	J Harvey	
Miss MA Phillips	Mrs L A Asman	A Carey
Mrs R Blackburn	J Nutting	G Jones
Ms L Brown	K Nicholas	D Evans

**In attendance:** Mrs Suzie Thomas (Town Clerk)  
Mrs Mandy John (Assistant Town Clerk)  
Reverend Roger Jones  
Mr Martin White (Link Officer, Pembrokeshire County Council)

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**Reverend Roger Jones began the meeting with a minutes silence for those who lost their life in the Grenfell Tower, London.**

The mayor welcomed Sgt Kris Butler SGT (ATC) 2420 (Whitland & District) Sqn. who gave Council a talk of his plans to re-open the Pembroke Dock Air Cadets, which closed in December 2016. There would be a recruitment day on June 24th and would be engaging with the local newspapers and the local comprehensive. Council thanked him for the information and informed him that if the Council could help promote it in any way they would be happy to do so.

**32. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST**

Councillor Aden Brinn, Councillor Collins. No declarations of interest were given.

**33. QUESTION & ANSWER SESSION WITH MEMBERS OF THE PUBLIC (MAX 10 MINS)**

No members of the public were present.

**34. TO SIGN AND CONFIRM THE MINUTES OF THE AGM MEETING ON 13<sup>TH</sup> MAY 2017 & THE ORDINARY MEETING ON 18<sup>TH</sup> MAY 2017**

The minutes of the meeting held on Saturday 13th May 2017 & Thursday 18th May were accepted as an accurate record.

**35. MATTERS ARISING FROM THE MINUTES (FOR INFORMATION ONLY)  
a) Code of Conduct (Minute 22)**

The Clerk informed Council that a date was required to go back to the Monitoring officer for the training of the Code of Conduct. Following a discussion it was Resolved to book a training session on Thursday 3rd August 2017 at 6.30pm at the Town Hall.

**36. LICENSING**

None

**37. PLANNING APPLICATIONS RECEIVED**

<b>17/0163/PA</b>	
	<b>18 West Street</b>
	<b>Pembroke</b>
<b>Variation of condition 3 of permission 16/1034/PA</b>	

As this was not available on Pembrokeshire County Council's website it was proposed for the Clerk to speak to PCC to get an extension on replying.

<b>17/0127/PA</b>	
	<b>Former Petrol Station</b>
	<b>Main Street, Pembroke</b>
<b>Variation of condition 4 (windows/doors/shopfront) of planning reference 14/1081/PA</b>	

Council would support the application.

**38. PLANNING APPLICATIONS DETERMINED**

**16/1204/DC**

Discharge of conditions 3 (Affordable Housing), 4 (Surface Water), 7 (Ecology) 8 and 9 (Site Investigation) and 10 of planning permission 16/0693/PA  
**4 Rocky Park, Pembroke, Pembrokeshire, SA71 4NY**

**17/0034/PA**

Temporary planning permission to retain existing portacabin for a period of five years  
**The Elms, Golden Hill Road, Pembroke, SA71 4QB**

**17/0038/PA**

Alterations and extensions to dwelling  
**34 St Anns Crescent, Pembroke, SA71 4QA**

The above was noted by Council.

**39. ACCOUNTS FOR PAYMENT**

Schedule of payments to be approved:

**ACCOUNTS FOR PAYMENT JUNE 2017**

25. TOTAL TECH	Computer Maintenance	£42.00
26. CSE	Hire of Glasses for mayor making	£84.24
27. TENBY OBS	Advertising	£48.00
28. ADRIAN COOKE	Mayors luncheon	£1400.00
29. SUZIE THOMAS	Flag poles	£124.92
30. WOODENBALE	Benches (Regeneration)	£1500.00
31. B.SCOURFIELD	Internal audit	£75.00

32. JEWSON	DIY Items	£74.13
33. OCON	Fire Alarm Service	£126.60
34. HALSTED	DIY Items	£53.11
35. PEM PACK LTD	Toilet Rolls	£22.24
36. HMRC	Tax & NI	£1212.27
37. Honeyborough	Compost	£64.00
38. JEWSON	DIY Items	£3.15

It was **resolved** that the above schedule of payments were approved for payment.

#### 40. MAYORAL APPOINTMENTS

##### MAY

Tenby Mayor Making  
Haverfordwest Mayor Making  
HMS Pembroke reception

##### DATE & TIME

19/05/17 @ 6pm  
31/05/17  
29/05/17@18.30

##### JUNE

Haverfordwest Civic Service  
Milford Civic Service  
Scouts AGM Haverfordwest

11/06/17@11.30am  
17/06/17@5pm  
13/06/17@7.30pm

**The above was noted by Council**

#### 41. AGENDA ITEMS

#### 42. UPDATE FROM LINK OFFICER (MARTIN WHITE/MARK ELLIOT)

Mr Martin White gave Council an update of how things were progressing with the 2 sets of consultants that had been appointed. The first one was to evaluate the Town Centre Programme which had now been running for 3 years. The 2nd Consultants were to look individually to each of the 5 towns. As the Council had now 3 new County Councillors he was to advise and update them then were looking for the Council to meet with the consultants by the end of the following week.

#### 43. MILLPOND WILDLIFE CORRIDOR (COUNCILLOR ASMAN)

Councillor Asman voiced her deep concerns regarding in her opinion the planning laws which have been flouted to build executive homes along the Mill Pond Wildlife corridor. Trees are being felled which are covered by TPO's and the Wildlife corridor being destroyed. Councillor Asman went on to say that she was not happy with the response that Council had received from Mr. Richard Staden of Pembrokeshire County Council and had they have been more understanding they could have left a line of trees between the buildings. Councillor Harvey stated that when the new development plan is prepared, this is when Council must make objections before boundaries etc are put in. Following a discussion it was resolved to write a letter stating concerns to Mr Richard Staden and the Planning Department of Pembrokeshire County Council.

**44. REGENERATION UPDATE (COUNCILLOR EVANS)**

Councillor Evans began by thanking all the volunteers who turned up and helped out for the Unveiling of the Henry VII Statue. The weather did not dampen spirits and had received lots of positive feedback. He then read out correspondence from Mr Roy Folland and Mr & Mrs Beharell expressing their thanks to all involved with the Statue, stating what an asset it is for the Town of Pembroke.

Councillor Evans then brought to Councils attention the meeting of the Cabinet of Pembrokeshire County Council where the South Quay Car Park was discussed with the possibility of selling it. Obviously this causes great concern, but has been placed on the agenda to discuss fully at the next town council meeting. He then gave council an update of the consultation that took place which was not very well attended regarding the Town Teams, on how they worked etc

**45. MUSEUM UPDATE (COUNCILLOR ASMAN)**

Councillor Asman gave Council an update of the Museum where she informed them that they were receiving a good number of visitors and that they were a constituted group. She asked Council permission as to whether it would be possible to move the bowls which were displayed in the Chamber to downstairs so that she could then open up the Council Chamber to the public, which had been agreed by Council previously. Following a discussion it was resolved that the bowls either to be locked up in the Chamber or move them to somewhere more suitable. She also informed Council that the plaques were being installed to complete the QR Codes for the digital trail.

**46. WATER SPORTS CENTRE, SOUTH QUAY (TOWN CLERK)**

The Clerk informed Council that she had received a quotation to insure the Water Sports Centre on South Quay should Council wish to lease the building on a 6 month clause. The quotation was for £285.12 plus insurance Premium Tax for the year. Obviously electricity and Council tax would be extra and had received a cost of £1447.10 and £750.00 towards the survey & solicitor fees to Pembrokeshire County Council. Following a discussion it was resolved to go ahead and lease the building and to enquire with regard to the Rates to see if Business Rate relief would apply.

**47. PEMBROKE TOWN COUNCIL WEBSITE (COUNCILLOR NICHOLAS)**

Councillor Nicholas informed Council that he had received a number of complaints from residents with regard to the Town Councils website. The Clerk informed the meeting that they had difficulties uploading minutes etc and that there are 120 pages on the website, which a lot of it could be edited and cut down. Following a discussion it was **resolved** to look into getting 3 quotations for revamping and updating the website.

**48. PEMBROKE TOWN COUNCIL COMMITTEES (TOWN CLERK)**

The Clerk produced to Council a list of the committees and following a discussion it was **resolved** to accept the attached sheet of Councillors to the said committees.

**49. QUARTERLY BUDGET REVIEW (TOWN CLERK)**

This was postponed until the next meeting

**50. TO REVIEW APPLICATIONS FOR FINANCIAL ASSISTANCE (TOWN CLERK)**

Three applications had been received for financial assistance from, Pembroke Farmers Club, Pembroke Soup and 2 Members of Octopush representing Great Britain. Following a discussion it was resolved to award the following financial assistance

Farmers Club - £350.00

Pembroke Soup - £105.00

Octopush - £100.00

**51. TO DISCUSS ARRANGEMENTS & AGREE CATERING FOR GILD OF FREEMEN CEREMONY (TOWN CLERK)**

The Clerk informed Council that she had sent out enquiries to 3 caterers to supply a meal for approximately 100 guests for the Gild of Freemen. She had received 2 quotations back, one from Court Yard Deli and the other from Mr Adrian Cooke. Following a discussion it was **resolved** to accept the cheaper of the quotation @ £9.00 per head from Mr Adrian Cooke. Councillor Boswell proposed to Council that as this had already been resolved to pay for the dinner this year further requests to pay for catering should be refused due to the current financial climate.

Councillor Boswell closed the meeting after informing Council of a plaque he had been presented with from HMS Pembroke, which he gifted to the Town Council to display in the Parlour.

..... **Mayor**

