

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
COMPLETED BY EMAIL & VIDEO CONFERENCE ON THURSDAY 14th MAY
2020**

**Sent to:
Councillors:**

G Jones (Mayor)
L Asman (Deputy Mayor), C Collins, A Brinn
D Evans, R Blackburn, M Phillips, D Bush
K Nicholas, A Cooke, J Grimes, L Brown, J Nutting, A Carey

In attendance:

Suzie Thomas (Town Clerk)
Jayne Howes (Assistant Town Clerk)

Note from the Clerk.....

This meeting took place by email, plus the following took part in a video conference to discuss Minute No 239. Councillor Jones, Carey, Asman, Nutting, and Nicholas

Once again as still in lockdown, this report will be sent out to all Pembroke Town Councillors via email, but also a video conference took place with the above councillors attending. All responses required, please reply individually so I will have a paper trail of decisions made. Just to inform you a little of what has been happening, as you were aware the Welsh Blood Service was in the Town Hall from the 14th to the 17th April. I have spoken to the Planning Manager from the Blood Service and it was well attended and they are holding another session in 2nd week in July and maybe in June also. Kaylee has been into the Hall and has given a good deep clean. As informed by email the leak in the roof has now been fixed and am awaiting quotations to complete the job which is advertised in the Observer on the 8th May 2020. Hill Farm Nurseries have taken the baskets for the flowers, which are hoping to go up early June, and have spoken to PCC (Mark Wright) who is on track for the rest of the flowers to be planted. As per the Library costs which I also sent out by email I am still waiting to hear as to whether the staff have been furloughed.

225. DECLARATIONS OF INTEREST

No declaration of interest given

226. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None Present/ No questions submitted

227. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 16th APRIL 2020

The minutes of 16th April 2020 were accepted as an accurate record confirmed by 12 Councillors (Councillor Collins and Councillor Brown did not reply).

228. MATTERS ARISING FROM THE MINUTES

Obviously, all planned events agreed in the last two meetings will be cancelled/postponed until further notice

229. PLANNING APPLICATIONS RECEIVED

20/0038/PA

Proposal: : Alteration and extension to dwelling, along with erection of a car port

Site Address: Burnside, Norgans Hill, Pembroke, Pembrokeshire, SA71 5EP

Council would support the application

20/0050/PA

Proposal: Alterations and Extension

Site Address: Trefusis, Buttermilk Lane, Pembroke, Pembrokeshire, SA71 4TL

Council would support the application

19/1218/PA

Proposal: Erection of a single storey timber clad level access cabin

Site Address: Well Hill, Pembroke, SA71 4DJ

Council would support the application

230. PLANNING APPLICATIONS DETERMINED

19/1036/PA

Proposal: Erection of Bat House

Site Address: Richmond, 7, Castle Terrace, Pembroke, Pembrokeshire, SA71 4LA

Decision: Conditionally Approved

The above was noted by Council

231. LICENSING

None Received

232. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

To approve the list of payments

1	Wages	Week Ending 6/4/2020	572.10
2	Zurich Insurance	Yearly Insurance	6360.44
3	Wages	Week Ending 13/04/2020	572.10
4	Wages	Week Ending 20/04/2020	572.10
5	Wages	Week Ending 27/04/2020	572.10
6	Salaries	April - Monthly	2456.34
7	Carmarthenshire CC	Pensions April	1974.84
8	Total Tech	Wifi Dongles	81.00
9	Total Tech	Telephone Calls	11.47
10	Natwest	Bank Charges	24.45

The accounts were agreed unanimously.

233. CORRESPONDENCE RECEIVED

Regular updates from Pembrokeshire County Council are updated on the Town Council's Facebook page.

The following correspondence has been received from Mr Richard Little, Pembroke Power Station Manager of RWE

Dear Councillor Evans,

I thought it appropriate to provide a quick update on Pembroke Power Station and the months ahead.

The Current Covid-19 pandemic has required an urgent response from many organisations, from the National Health Service through to our food supply chains. We are all adapting fast and the electricity supply industry is one of the critical national infrastructures that must do it all it can to ensure continuity of service.

None of us know how long the current restrictions may last, and Pembroke Power station is planning to ensure that it is able to support the security of electricity supply through the summer and coming winter.

Every year we invest millions of pounds in maintenance of the power station to ensure that we can maintain the high levels of safety and reliability that are essential for our operation, and in 2020, we had major maintenance programmes planned on our generating units. This would normally mean somewhere in excess of 300 additional maintenance staff to the area for several

months over the summer, an activity that normally contributes significant value to the region through accommodation and local suppliers.

However, in these current circumstances we no longer feel that our base plan is appropriate, so we have adjusted our strategy to minimise the additional risks to both our workforce and the community. The result of this initiative has been a drastic reduction in the scope of the work we will attempt later this year, now beginning 31st May for 3 months, and with far fewer heavy load movements required.

We will only carry our essential safety works to give us another year of safe operation, and we will minimise the workforce to a smaller (70-100) , mostly internal, team of employees. We are working with local providers and Pembrokeshire County Council to establish controlled accommodation and catering for these staff, and in this way seek to minimise the risks associated with moving a workforce from one power station to another.

The Station team take great pride in their role in providing a resource that society depends upon so highly, and I would like to reassure you that we will do all we can to ensure that we carry out these essential works with the highest regard for the safety of the people involved and the community around us.

I will be in touch again with more information as things develop and, in the meantime, if you have any questions or concerns please do get in touch.

234. MAYORAL APPOINTMENTS

No official Appointments, however, the Mayor has been out delivering groceries and medication to those who have asked for help as they cannot get out themselves.

The above was noted by Council.

235. AGENDA ITEMS

236. TO APPROVE THE MINUTES OF THE 16TH APRIL 2020

Council approved by email the minutes of the 16th April 2020 to be a true and accurate record.

237. TO GIVE A DECISION ON THE 3 PLANNING APPLICATIONS ABOVE

20/0038/PA - Approve

20/0050/PA - Approve

19/1218/PA - Approve

238. TO APPROVE THE LIST OF ACCOUNTS FOR PAYMENTS

Council approved by email & video link the accounts for payment

239. TO REVIEW AND APPROVE THE INTERNAL AUDIT FOR 2019/20

The internal Audit was discussed and 2 issues were raised. The first being that of spending under the Power of S137. The Clerk queried these objections as she thought there were other Powers that the spending could come under, and explained that the S137 was the last resort if there was no other power to put it under.

Following a discussion it was agreed to ask the internal auditor what payments he thought should be under this heading.

The second point raised was the amount of money in reserves. The Clerk did explain that although these were not logged onto the Scribe System, money was allocated to certain projects. It was agreed that this year, to try and list money allocated so that it gives the auditor a clearer picture. Following the above discussion it was resolved to accept and approve the internal audit for 2019/20.

240. ANY OTHER COMMENTS REGARDING THE REPORT OF 14TH MAY 2020

The Clerk informed those present that she had, as requested, placed an advert in the Pembroke and Pembroke Dock Observer to receive quotations for the work required on the side of the Town Hall. She informed those present that the closing date was Monday 18th, and as at this time, she had received no enquiries or quotations. She then asked if no quotations were put in, could she revert back to the original quotation from B Jones to complete the work. This was approved.

Councillor Nutting suggested that now would be a good time to get the Main Street power washed. Councillor Nicholas suggested to contact PCC and see if they could do it as they did a few years ago and Pembroke Town Council would pay for it. The Clerk was requested to get a price. The Clerk also suggested that we could purchase a new Power Washer as ours was broken. The Clerk to get some prices together. Councillor Nutting suggested it would be a good idea to employ another 2 persons on a temporary contract to be able to tidy up the area (weed, paint etc) so it will look less neglected when things do start to get back to normal. Councillor Jones suggested to Councillor Nutting to draw up a plan for the areas that need attention and place it on the Agenda for the June Meeting.

The Clerk informed those present that the flowers were being delivered on Monday 8th June at 5pm. Social distance was discussed on how they would be able to be erected. Councillor Nicholas suggested that we have previously erected them by the use of a long pole and this could work, with each individual being social distanced. This was agreed.

The Clerk asked those present on when staff should return to work. Following a discussion it was agreed that Simon Rose and Kaylee could return on Monday 1st June. Simon would be outside working on his own, and Rose inside the Town Hall, painting etc. Kaylee would be asked to come to clean the Hall at night, which would be more practical for her due to childcare issues as schools were still closed. It was stated that the Clerk should still be working from home however should the rules change in the next 3 weeks, the Clerk and Assistant could also go back on the 1st June if government rules allow.

The Clerk also suggested pending PCC and government rules that the meetings for June, July and August be held via email and Video calling, however should social distancing still be in place by September we could think about holding a meeting in the Main Hall, where it would be big enough to social distance and be able to safely let members of the public in whilst still adhering to the 2m rule.

Mayor