

MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 10th MARCH 2022

Present Councillors:

L Asman (Mayor) J Nutting (Deputy Mayor)
D Evans, R Blackburn, M Phillips, J Grimes
A Mortenson, K Nicholas, G Jones, A Cooke, C Collins
A Brinn (attended by Hybrid)

In attendance:

Suzie Thomas (Town Clerk)

Guest Speaker – Mr Kevin Lowther (Bridges Engineer) Pembrokeshire County Council to discuss the new system installed re the Barrage.

Mr Kevin Lowther gave Council an update of the new system installed to control the water levels in the Castle Pond, Commons Stream and Mill Pond. This involved starting from scratch with new technology providing water levels from the Commons Stream, Millpond and the Tide levels (coming in and out of the Castle Pond) as the old system did not work. Since the new system had been installed even with the storms we had recently, the Commons did not flood. All systems can be accessed remotely now giving a lot more flexibility, so staff do not need to be physically on site at 2am in the morning. More calculations need to be done on the Commons stream due to the amount of silt in there, and this is in the process of happening along with a maintenance plan for the stream. The Mayor thanked Mr Lowther for the update.

144. APOLOGIES FOR ABSENCE/ DECLARATIONS OF INTEREST

Apologies from Councillor Carey, D Bush, L Brown and Mrs Jayne Howes

Declaration of Interest forms completed by Councillor Nicholas, Evans and Grimes.

145. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 10TH FEBRUARY 2022

The minutes of the 10th February 2022 were accepted as an accurate record.

146. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

A member of the Street Pastors informed the meeting that there was a lot of anti-social behaviour happening in the town and the Street Pastors, Tanyard and Town Council should all working together along with the police. She also raised concerns regarding Barriers placed outside the Night club in Town which was forcing people onto the road whilst walking past. Following a discussion, it was agreed to invite the Licensing Department and the Police to a meeting of the Town Council.

147. MATTERS ARISING FROM THE MINUTES

a) Update on Heating Town Hall

The Clerk gave Council an update of the new Heating System which was being installed in the Main Hall. This should be completed by Tuesday 15th March

b) Busking Code of Practice (Attached in packs)

The new code of Practice document which was agreed at the last meeting to adopt was enclosed in the pack.

c) Update from Meeting re Phase 2 South Quay

The Clerk gave a brief summary of the meeting which was attended by Councillor Asman, Evans, Blackburn, Phillips, Mortenson, County Councillor J Harvey & Carey. Mr Steve Jardine, Mrs Rachel Moxey, and Mr Jason Bennett of Pembrokeshire County Council was also in attendance.

d) Training Course update

The Clerk informed Council that all training had now been completed, office staff have completed the Ilca Finance, First Aid, and Manual Handling training and First Aid had been completed by the Town Hall Staff.

The Clerk also checked with Council as to whether to advertise the Town Hall in the Pembroke Chamber of Trade Guide, at a cost of £165.00. This was approved.

She also reminded Council that she had an appointment with County Hall on the 22nd March and any nomination forms for the Election on the 5th May 2022 that you wish for her to take over, must be handed into the office by the 21st, as per the email she had sent out.

The Clerk also mentioned that because of the “pre-election period” that would begin on the 18th March, the unveiling of the Statue, had to be postponed until the 7th May 2022. She would also have to postpone the Awards & Volunteer Evening, a date yet to be confirmed.

148. PLANNING APPLICATIONS RECEIVED

Ref: 21/0897/PA

Proposal: Approval of Reserved Matters (Access, appearance, landscaping and scale) following outline consent 20/0365/PA (Erection of one residential dwelling)

Site Address: Old Transport Yard, The Old Conduit, Monkton, Pembroke, SA71 4LR

Council would support this application

149. PLANNING APPLICATIONS DETERMINED

Ref: 20/0499/LB

Proposal: Proposed part demolition, restoration and reinstatement of building to form cottage

Site Address: Cottage to the rear of 89, Main Street, Pembroke SA71 4DX

Decision: Conditionally Approved

Ref: 20/1159/PA**Proposal:** Reserved matters in respect of access, appearance, landscaping, layout and scale to outline planning permission 17/1199/PA (One dwelling)**Site Address:** Land Adj to 17 Buttermilk Close, Pembroke SA71 4TN**Decision: Conditionally Approved****Ref: 21/0653/PA****Proposal:** Welsh medium primary school, MUGA, sports field, car park, landscaping and associated highways and drainage infrastructure works**Site Address:** Land adj to Glan-y-Mor Farm, Bush Hill, Pembroke**Decision: Conditionally Approved****Discharge of Condition Consultation****Proposal:** Discharge of condition 7 (Contamination) of planning permission 20/0239/PA (Demolition of existing vacant business units (workshop & offices) & erection of 5 residential units (partly in retrospect)**Site Address:** Cambrian View, Lower Lamphay Road, Pembroke, SA71 4AE**The above was noted by Council****150. LICENSING**

None received

151. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

302	HMRC	Tax/NI January	£851.09
303	Wages	Week ending 7.2.22	£607.52
304	Jewson	Damp sealant	£52.74
305	Jewson	Broom handle and head	£10.84
306	Halsted DIY	Screws and gloves	£14.69
307	Aldi (Rose)	Milk	£13.07
308	B&M (Rose)	Cleaning materials	£12.70
309	Total Tech	Phone/Line rental	£55.00
310	Pembrokeshire County Council	Green Play Park (Already received grant money in)*	£48412.00
311	Pembroke Packaging	C5 white envelopes box of 500	£18.99
312	B Shilke	Window cleaning	£20.00
313	Wages	Week ending 14.2.22	£607.52
314	Dyfed Alarms	Renewal of intruder alarm service March 2022-February 2023	£180.00
315	B&M (Rose)	Cleaning materials	£10.40
316	Wages	Week ending 21.2.22	£607.72
317	British Gas	Electricity 10.1.22 – 9.2.22	£190.52
318	Zoom	Video Communication	£11.99
319	Amazon (Suzie)	Batteries for Defibrillator	£18.30
320	Jewson	Sink waste combi overflow poly plug	£3.89
321	Royal British Legion (Suzie)	Tree plaque (Mayors allowance)	£130.99
322	Cllr L Asman	Mayor's allowance (Tree plaque above 131.00 & £78.00 Hall hire)	£209.00

323	Cllr J Nutting	Deputy Mayor's allowance	£250.00
324	Rose Howson	Face masks	£6.00
325	Carmarthenshire County Council	Pension – February	£1548.94

Those marked * to be recovered

The above accounts were agreed unanimously

152. CORRESPONDENCE RECEIVED

The following correspondence has been received from Mr Richard Murray of Pembrokeshire County Council

CA1858 20220228 LTF Bus Stop Improvements - Main Street, Pembroke - Town Council

Good afternoon.

We are emailing this afternoon to keep you updated regarding the proposed improvement at Main Street, Pembroke regarding the current bus stop located opposite the town hall.

Current proposals are to upgrade the existing bus stop pull in which will allow better access to the public services, and allow access to the public services in line with inclusive mobility. The proposals will see the existing raised kerb line re-profiled to allow more carriageway in order to maintain vehicular flow while the bus is pulled into the bus stop. A new bus stop shelter will also be installed near the proposed raised kerb to provide protection from the weather.

We have attached the proposals for your information. We are currently programming that construction of the proposed scheme will take place on 14/03/2021 and will run for 3 weeks. During this time the existing bus stop will be closed with a new temporary bus stop relocated further along Main Street at a suitable location for the duration of the works.

Please see the attached pre start plan which will be delivered with a letter to residents and properties within the area, we would seek to provide this letter approximately 1 week before the construction takes place.

If you have any further questions regarding the works please feel free to contact us via the below number, (it is currently diverted to a mobile due to working from home policy).

The above was noted by Council.

153. MAYORAL APPOINTMENTS

19th February – Museum Opening – Town Hall

12th March – Pembrokeshire Scouts presentation Event

The above was noted by Council.

154. AGENDA ITEMS

155. THE ELECTION OF DEPUTY MAYOR ELECT FOR THE YEAR 2022/23

The Mayor asked the Clerk if she had received in writing any nominations for Mayor Elect 2022/23. The Clerk replied she had received one nomination from Councillor Brinn. Proposed by Councillor Blackburn and seconded by Councillor Asman a secret ballot took place. Following the vote being counted, Councillor Brinn was voted in as Deputy Mayor Elect for the year 2022/23. Councillor Brinn responded to Council virtually.

156. TO REVIEW AND APPROVE THE EXTERNAL AUDIT 2020/21 (TOWN CLERK)

This was postponed until the next meeting as no correspondence had yet been received back from the external auditors.

157. TO REVIEW AND DISCUSS APPLICATIONS FOR FINANCIAL ASSISTANCE (ENCLOSED)

The Clerk gave information on two applications which had been submitted for financial assistance. Following a discussion, it was resolved to donate £250.00 to Pembroke Rugby & Football Club towards their 150th Anniversary celebrations.

158. TO REVIEW & APPROVE QUARTERLY BUDGET REVIEW, AND SEEK VIREMENT APPROVAL & EARMARKED RESERVES (TOWN CLERK)

The Clerk presented Council with a Balance Sheet and spendings to date. Following a discussion, the Quarterly Budget review was accepted and approved. She also presented Council with up-to-date costings of ear-marked reserves and requested virement approval to move monies from PAYE and NI budgets. Following a discussion this was approved.

159. TO REVIEW & APPROVE DESIGNS FOR NEW BANNERS FOR TOWN (COUNCILLOR GRIMES)

The Clerk produced some designs which had been created by Councillor Grimes to go on the new lamp post banners for the Town. Following a lengthy discussion, it was resolved to accept Design 3 & 4 and also to add the Pembroke Town Council logo to the bottom of the flags.

160. TO DISCUSS & APPROVE MAYORAL ARRANGEMENTS (COUNCILLOR EVANS)

Councillor Evans proposed the following to Council:

Following my election of Mayor elect at our February meeting, I started to formulate a plan for the Mayor Making.

I am looking to change the format from a two- day event to holding everything on one day, Sunday 15th.

It is hoped that we can hold the event on the Sunday combining the parade, the ceremony, the church service, and the lunch.

Wing Commander Phil Flower, Commanding Officer No. 3 Welsh Wing (RAF Air Cadets) has given permission for the Wing, which would be some 200 cadets and the band to march through Pembroke into the Castle grounds.

A marquee would be erected in the grounds where the ceremony would take place. Following the completion of the ceremony, the Air Cadet squadrons would re-assemble for a march past and salute outside the Town Hall. Dignitaries and guests would then make their way to St Mary’s Church for the service followed by lunch in the Town Hall.

This would be an excellent opportunity to put Pembroke on the map for the right reasons but more importantly it would be an occasion that the RAF Air cadets would remember for a very long time.

As this is a break with tradition, I am seeking Council’s approval for this plan to take place.

Following a lengthy heated discussion, with comments made of breaking tradition from a two-day event, and rough costings put forward by Councillor Evans, it was taken to a vote, with eight in favour and 3 against to approve a 1-day event, with the Air Cadets attending and holding the Ceremony in Pembroke Castle with the RNLI supplying the buffet at the Town Hall.

161. REVIEW & APPROVE SERVICE LEVEL AGREEMENT COMMUNITY PLAY AREAS (TOWN CLERK)

The Clerk provided the Service Level Agreement for the Community Play Areas to which Council approved for the Clerk to sign.

162. TO REVIEW & APPROVE SERVICE LEVEL AGREEMENT FOR BLACKHORSE TOILETS (TOWN CLERK)

This item was deferred until the next meeting as the documents were still with the legal department in Pembrokeshire County Council.

Mayor

