

MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL HELD VIRTUALLY BY ZOOM ON THURSDAY 11th NOVEMBER 2021

Present Councillors:

L Asman (Mayor) J Nutting (Deputy Mayor)
D Evans, R Blackburn, M Phillips, D Bush
A Mortenson, K Nicholas, L Brown

In attendance:

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

73. APOLOGIES FOR ABSENCE/ DECLARATIONS OF INTEREST

Apologies from Cllr Brinn, Grimes, Jones, Cooke, Carey and Collins and
Declarations of Interest from Councillor Nicholas and Councillor Evans.

74. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 11TH NOVEMBER 2021

The minutes of the 11th November 2021 were accepted as an accurate record

75. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

No members of the public present

76. MATTERS ARISING FROM THE MINUTES

a) To review standing orders (Min 66)

Councillor Evans informed Council that together with Councillor Phillips they were
reviewing the Standing Orders and would come back to Council with proposals in the
New Year.

b) GI Funding & meeting with Mr P Howe (Min 68)

The Clerk informed Council that a meeting had taken place with Councillor Evans,
Asman and Bush attending, along with Mr Peter Howe, where plans were drawn up
for work to commence as it had to be completed by the end of the financial year.

c) Remembrance Service (Town Clerk)

The Clerk reminded Council of the Remembrance Service to be held on Sunday 14th
November and for everyone to meet at the Town Hall at 10.00am

d) Keep Britain Tidy - Launch of Hub (Min 31)

The Clerk reminded Council of the Launch which was happening on Saturday 27th
November at the Town Hall from 10am.

77. PLANNING APPLICATIONS RECEIVED

21/0673/PA

Proposal: Erection of a dwelling

Site Address: Rose Valley, Lower Lamphey Road, Pembroke, SA71 5NJ

Council would support the application

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

Council would support the application

78. PLANNING APPLICATIONS DETERMINED

21/0520/PA

Proposal: Erection of a dwelling

Site Address: Building plot at Rose Valley, Lower Lamphey Road, Pembroke

Decision: Refused

The above was noted by Council

79. LICENSING

None received

80. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

186	Wages	Week ending 4.10.21	£607.52
187	HMRC	Tax/NI September 2021	£879.42
188	Total Tech	Line Rental Monthly	£66.00
189	CEF	2 LED Indicator Lamps	£18.60
190	Flagpole Express	Banner bracket kit & pvc banner	£156.36
191	Wages	Week ending 11.10.21	£607.52
192	Tesco (Suzie)	Refreshments for Fair reception	£122.00
193	Halsted DIY	Gloves, saw, screws & bolts	£28.92
194	B Shilke	Window Cleaning	£20.00
195	Tindle Newspapers Wales Gild of Freemen of	Advert Retirement for Neil	£49.44
196	Haverfordwest	Donation (Mayor's allowance)	£20.00
197	Lidl (Cllr Asman)	Flower bulbs (Mayors Allowance)	£32.01
198	Wilko (Cllr Asman)	Daffodil bulbs (Mayors Allowance)	£24.00
199	Wisebuys	Gift for Showmen's Guild	£11.95
200	Tesco (Rose)	Bouquets for Showmen's Guild	£32.10
201	Wages	Week ending 18.10.2021	£607.52
202	SSE Business Energy	Christmas lighting 1.12.20 - 5.1.21	£615.00

203	Zoom	Video Communication	£14.39
204	Wilco (Suzie)	Flower bulbs (Castle Pond Grant)	£9.00
204	Pembroke Packaging	Toilet roll	£12.66
206	Wages	Week ending 25.10.21	£607.52
207	Salaries	October	£2,723.08
208	British Gas	Electricity 10.9.2021 - 9.10.2021	£128.62
209	Aldi (Rose)	Milk	£9.16
210	Farm Foods (Rose)	Coffee	£9.98
211	B&M (Rose)	Cleaning Materials	£21.23
212	Carmarthenshire County Council	Pension October	£1,534.65
213	Samba Doc	Fair (Half paid by Showmans Guild)	£275.00
214	Pembroke Dock Council	4 Poppy wreaths for Remembrance	£80.00
		Wreath for Pembroke & Monkton	
215	Pembroke Dock Council	History Society (Mayor's Allowance)	£20.00
216	Wages	Week ending 1.11.21	607.52
217	Petrol (Rose)	Llanddarog to order Christmas trees	33.75
		Anchor Point Testing & Report of Street lighting furniture serving xmas light displays	
217a	B Jones Electrical		£5004.00

The above was noted by Council

81. CORRESPONDENCE RECEIVED

None received

82. MAYORAL APPOINTMENTS

3.11.21	Greenlink Meet the Buyer Event	Pembroke Dock	LA
5.11.21	Press Gala Performance of Calendar Girls	Queens Hall, Narberth	LA
11.11.21	Remembrance	Freshwater West	JN
13.11.21	Remembrance	Military Cemetery	LA
14.11.21	Remembrance	Pembroke	LA
14.11.21	Remembrance	Pembroke Dock	LA
14.11.21	Remembrance	Neyland	Neither able to attend

The above was noted by Council

83. AGENDA ITEMS

84. GREEN PARK FUNDING APPLICATION (COUNCILLOR ASMAN)

Further to the last meeting and the agreement reached regarding Green Park funding for safety fencing, I have been in contact with Pembrokeshire County Council and advised that funding exists for the inclusion of accessible play equipment which we would like to purchase for the park, to make it truly inclusive.

I am asking Council to support a further contribution should this funding application be successful. I have priced an accessible roundabout which is approximately £14,000 so 20% of this would be £2800.

Following a lengthy discussion and a vote taking place with 5 in favour, 3 against and one abstention, it was resolved for Pembroke Town Council to match fund the 20% required.

85. FREEMEN OF PEMBROKE (COUNCILLOR EVANS)

Council may be aware that Mr Roy Folland has stood down from his position as Master of the Gild of Freemen of Pembroke after 30 years -service. In an act of generosity, Mr Folland has donated the Master and Deputy Master's robes and the chain of office to the Gild.

He did however put three conditions that had to be met prior to the handover, two of those conditions have been fulfilled but the third condition requires discussion and hopefully agreement from Council.

Mr Folland has asked that if at any time in the future the Gild ceases to function, the robes and chain of office are handed over to Pembroke Town Council for safe keeping.

PROPOSAL : That Council agree to the safe keeping of the robes and chain if the Gild ceases to function.

Mr Folland (Roy) has been a very good friend to Council and to the town of Pembroke, attending many functions as a representative of the Gild of Freemen of Pembroke. During his 30 years in office, he has formed many lasting friendships with members of Council, and I believe that it would be in order for Council to purchase a retirement gift for Roy which could be presented to him by the Mayor at the Gild's annual lunch in November.

PROPOSAL : Council to purchase a gift following the retirement of Roy from the position of Master of the Gild of Freemen of Pembroke

Following a discussion, it was resolved that Council will accept the safe keeping of the robes and chain of office if the Gild ceases to function. On the second proposal it was resolved that Mr Folland be invited to the Town Council Civic Awards next April.

86. CHRISTMAS TREES THROUGH MAIN STREET - (COUNCILLOR NICHOLAS)

Every year the small trees are erected throughout Main Street, with the shopkeepers paying £20.00 towards the cost.

Due to the economic financial situation from the Pandemic, this year I propose that we do not charge the £20.00, and those who usually order a tree with us have one at no cost.

Following a discussion, it was resolved that this year, there would be no charge to the Traders for the Christmas Trees.

87. EMPLOYMENT CONTRACTS (TOWN CLERK)

The Clerk enquired with Council as to whether she could start getting some quotations for an outside approved body to look at the staff's contracts and employee handbooks.

Following a discussion, it was resolved that the Clerk to get some quotations and information and report back to Council.

88. TO REVIEW & 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

Mayor

