

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
COMPLETED BY EMAIL & VIDEO CONFERENCE ON THURSDAY 12th
NOVEMBER 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 Councillor Jones, Asman, Blackburn, Brinn, Carey, Nutting, Grimes, Evans, Nicholas, Bush, County Councillor Harvey the Town Clerk and Assistant Town Clerk.

340. DECLARATIONS OF INTEREST / APOLOGIES

Councillor Bush declared an interest in a Planning Application. Councillor Cooke, Brown & Collins, submitted their apologies and did not attend the meeting by video link.

341. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None Present/ No questions submitted

342. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 15th OCTOBER 2020

The minutes of 15th October 2020 were accepted as an accurate record.

343. MATTERS ARISING FROM THE MINUTES

a) Election Costs (Response attached from Councillor Brinn)

Following our meeting of the Town Council I had a telephone conversation with Sian Waters last week the Assistant Electoral Services Manager to discuss regarding the costs of Election re charge that will be imposed on us for the by-election to be held in February 2021 for the Pembroke St Mary's North Ward Seat. I addressed the amount that was charged for the last election in 2017

when Pembroke Town Council was charged almost £6000. I expressed our concerns that this was very high and requested what the re charge would be for the 2021 election. However she was unable to give me a figure as it was still under review and is working on new set estimates. She did state that with covid-19 and the social distancing of other measures necessary which would have to be introduced but also printing charges for ballot papers, postal votes etc will be included in the charge as no in house printing is done now at PCC. This we were well aware of.

I did refer that an NOM was brought by Cllr Tony Wilcox at the last Full Council Meeting at PCC held this month in reference to the charges that was set for a election previously held in Pembroke Dock when the figure was over £9,616.27 this NOM has gone to Cooperative Governance for debate. She stated she could not share the information which she sent to Pembroke Dock Town Council but advised for us to request if they would be happy to share that information received from Sian with Pembroke Town Council

The above was noted by Council.

344. PLANNING APPLICATIONS RECEIVED

20/0551/PA

Proposal: Variation of condition 3 (Timescale for commencement of development) of permission 15/0623/PA (Outline permission for 4 terraced cottages with all other matters reserved)

Site Address: Land to South of 5, Rocky Park, Pembroke, SA71 4NY

Council would object to this application as the original has expired so a full new application should be put in to be considered, as the site and infrastructure has changed considerably since the last application.

20/0642/PA

Proposal: Alterations and extension to dwelling and patio

Site Address: Golden Farm, Golden Lane, Pembroke, Pembrokeshire, SA71 4PR

Council would support this application

345. PLANNING APPLICATIONS DETERMINED

20/0365/PA

Proposal: Erection of one residential dwelling (Outline, all matters reserved for future consideration)

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

Decision: Conditionally Approved

20/0196/PA

Proposal: Proposed Stables

Site Address: Land near the Paddock, Maidenwells, Pembroke

Decision: Conditionally Approved

The above was noted.

346. LICENSING

None Received

347. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

To approve the list of payments

		Refund for Weightwatcher sessions cancelled due to coronavirus	60.00
136	WW GBR Ltd		
137	Wages	Week ending 5/10/2020	591.74
138	HMRC	Tax & NI	718.93
139	Halsted DIY	Gloves, Strimmer line & cord,oil & tape	28.12
140	Wages	Week ending 12/10/2020	591.74
141	Sovereign	Deposit for supply & install repairs to gym equipment	240.00
142	Wilko (Rose)	Narcis bulbs	4.00
143	Aquaclear Water Management	10 days reed cutting on the Mill Pond	11400.00
144	B&M (Rose)	Face Masks	17.00
145	B Shilke	Window cleaning (2 months)	40.00
146	Wages	Week ending 19/10/2020	591.74
147	Westcoast Web Works	Website hosting for Pembroke Town Guide	125.00
148	Goodday19 (Suzie)	Webcam with microphone	19.92
149	Tanya Batteries Ltd (Suzie)	Numax Sealed Leisure Battery	69.94
150	B&M (Rose)	Paint	8.99
151	The Sign Warehouse	No Fouling/Please Clean up after your Dog Signs/Stickers	8.90
152	Total Tech Ltd	Phone/Internet	66.00
	Cybermarket Electronic		
153	Supermarket (Suzie)	Roof Mount PA System 5 with 2 Speakers (Suzie)	279.00
154	British Gas	Gas 1/6/2020 - 30/9/2020	23.14
155	Zoom Video Communications Inc	Monthly 22/10/2020 - 21/11/2020	14.39
156	Wages	Week ending 26/10/2020	591.74
157	Salaries	October	2456.14
158	Pembrokeshire County Council	Rates	1417.80
159	Suzie Thomas	Petrol to choose Christmas Trees	33.57
160	Carmarthenshire County Council	Pensions October 2020	1083.88
161	Total Tech Ltd	Support	15.00
162	Wages	Week ending 2/11/2020	591.74

The accounts were agreed unanimously.

348. CORRESPONDENCE RECEIVED

PCSO David Powell has contacted me regarding the below, which was reported in the Tenby Observer recently, enquiring as to whether Pembroke Town Councillors would be interested in joining the scheme

A group of concerned residents recently met online with Narberth County Councillor Vic Dennis to discuss forming a Community Speed Watch group in Narberth.

Clr. Dennis said: "I'm worried about the number of incidents that are reported to me and I am frequently in dialogue with officers in County Hall, raising residents' concerns about speeding traffic.

"The volunteers who have recently come together via social media and I'm happy to support them in any way I can. They are about to register and receive training from Dyfed Powys Police.

"The evidence that they gather could be very helpful when calling for measures to reduce speeding in the town."

If there are others who would be interested in joining the group, they can contact Clr. Dennis on 01834 811810 or via email at: Cllr.Vic.Dennis@pembrokeshire.gov.uk

The above was discussed, with the Town Council being fully supportive of the scheme. Councillor Evans informed the meeting that he had written to Councillor Vic Dennis, but was still awaiting a reply. Following a discussion it was resolved that the Clerk write to PCSO David Powell to join the scheme.

349. MAYORAL APPOINTMENTS

No official Appointments

The above was noted by Council.

350. AGENDA ITEMS

351. TO APPROVE VIRTUAL MEETINGS IN STANDING ORDERS (COUNCILLOR EVANS)

Councillor Evans put forward a proposal for standing orders to formally agree to hold virtual meetings as authorised by the Corona Act 2020.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

The above Act gives Town and Community Councils the authority to continue business by operating a Virtual Meeting operation and it came into force on April 4th 2020. Although Regulations 2 & 3 apply to English local authorities, Regulation 5 covers remote attendance and include digital or virtual locations while Regulation 15 allows for the remote attendance of press and public.

As a Council, we have been holding Virtual Meetings since May, however we have not formally agreed as a Council to hold virtual meetings. To ensure that we are not going to be questioned by the press or public there is a need to present a proposal as an Agenda item which in turn can be discussed and accepted. The discussion and decision will be written up in the minutes and lodged in our Standing Orders.

PROPOSAL :

That Pembroke Town Council formally agree to hold virtual meetings as authorised by the CORONA ACT 2020.

Following a discussion by Council, proposed by Councillor Evans and seconded by Councillor Blackburn it was agreed to include the above proposal into standing orders, and the Clerk to include Standing Orders as an Agenda Item to the next meeting to formally adopt.

352. PUBLIC TOILET OPENING HOURS (COUNCILLOR PHILLIPS)

Councillor Phillips would like to propose that the East End toilets be open to the general public all year round.

Reasons

The East End now has the only supermarket in town. It also has the only dentist, most ATMS, gift shops, train station. convenience store and a soon to be chiropractor practice. The proprietor has also got a thriving business in Saundersfoot.

The Coop and the dentist are frequented by children and parents alike. Children, especially small children need to go to the toilet more frequently than adults. Also people with Crohns disease, pregnant ladies, incontinent people, people on water tablet medication and those with prostate trouble all use the Coop and for them a public toilet is a necessity.

When the toilets are closed people are using the shed at the rear of the men's toilets to urinate. The smell of urine that is coming from here is unpleasant. Also this small building is right opposite the Coach House kitchens.

There is a ludicrous sign on the doors of the toilets stating that 'when these toilets are closed please use the ones on the Commons. ' First of all the Commons toilets are a long way to walk by which time you have probably wet yourself and secondly visitors to Pembroke don't know where the Commons is!!!

The proprietor from the Coach House has been forced to lock her front door in order to stop people coming off the street to use her toilets.

These toilets are more important in the winter than those at the south quay so I therefore propose that we keep them open all year long.

We have given money to the library a service that is only used by a few so let's give money to a facility that is used by many . The toilets will be closing on 31st October.

Following a discussion and estimated costings supplied by the Clerk (approximately 5k a year), proposed by Councillor Phillips and seconded by Councillor Asman, it was resolved that the Clerk write to

Pembrokeshire County Council to ask that the Blackhorse Toilets be open all year round, and the costings to be included into the Precept.

353. GRASS CUTTING / PURCHASE OF PLANTS/SHRUBS (COUNCILLOR ASMAN)

I attach a photograph taken a few years ago of the Castle Pond. Note how tidy it looks. Since then, grass cutting has been contracted out and the situation has deteriorated to a considerable extent. Only the grass verges on the Castle Pond side of the path have been trimmed – and in a slapdash fashion at that – the rest has been overtaken with brambles and nettles. I am asking that these contractors are supervised as what they are doing is not good enough.

This is a popular walk with lovely views, yet the impression given is one of neglect. Mel Phillips undertook to plant the area by Monkton Bridge – and how lovely that looked. I with, the help of neighbours, have decided to adopt the overgrown area near our estate where the path slopes down to Castle Pond. On the advice of Mark Wright, having cleared the overgrowth, we intend planting shrubs and bulbs.

I am asking that PTC set up a ‘planting fund’ which volunteers can access to purchase plants to enhance this and other areas.

Following a discussion the clerk informed Council that there was already a budget for planting which funds could be taken from. She had also received a quotation for the plants which were approximately £250.00. It was resolved that plants to be purchased and a letter sent to Pembrokeshire County Council asking that after every cut (contracted out) that the work is supervised and inspected once completed.

354. DOG FOULING PEMBROKE COMMONS (COUNCILLOR CAREY)

Commons football field- Although the football field on the commons is open and free for anybody to walk on, complaints have been made about dog faeces being left on the field. This is not only disgusting but a genuine danger to anybody who comes into contact not only with the faeces but also any grass it has been on and subsequently cleaned up. I request that council write to Mr Richard Brown at PCC to request signage advising people not to take their dogs on the football pitch for exercise and to use other areas if the commons.

Following a discussion it was resolved that Council write to Mr Richard Brown, requesting signage advising people not to take their dogs on the football pitch, but realizing this would be hard to patrol.

355. WC SIGNS (COUNCILLOR CAREY)

Toilet sign- we are paying to maintain a public toilet at the top of black horse walk and visitors to the town don't know it is there as there is no signage. Members of the public have repeatedly been entering the coach house hotel to use their toilet. I would like to ask council to write to Sinead at PCC to request an additional sign to go on the post we had installed there to guide people to the toilet we are paying for.

Following a discussion it was resolved to write to Sinead Henehan of Pembrokeshire County Council to see if another pointer sign could be erected.

356. DANGEROUS RAILINGS AT CASTLE POND (COUNCILLOR ASMAN)

Councillor Asman informed Council that the wooden railings along the north shore of Castle Pond are in a very poor state. The fencing has been frequently vandalised and now is obviously beyond repair. Moreover, it is now a real health and safety issue with areas of fencing missing altogether. I would like PTC to issue a complaint to PCC demanding that fencing be replaced with metal railings which cannot be vandalised, would enhance the Castle Pond walk and ensure the safety of the public.

Following a discussion by Council it was resolved that the Clerk write to Pembrokeshire County Council to enquire as to whether the railings could be replaced. County Councillor Harvey also suggested that this could be possibly part of grant funding to include the walkways of the Castle/Mill Pond from the Enhancing Pembrokeshire Grant, with new monies being released in April 2021.

357. Any other items comments regarding the Clerks Report

358. TO REVIEW AND APPROVE THE ANNUAL AUDIT 2019/20

The Clerk informed the meeting that she had made a mistake in the minutes of 18th June 2020 by omitting the external audit on Minute No 239, To Review and Approve the Internal audit.

This should have read To Review and Approve the Internal and External Audit (Annual Audit for year 2019/20)

Whilst Council had already approved this, she would like to approve the External Audit again so it can be minuted.

Council reviewed and approved the Annual Audit for year 2019/20, proposed by Councillor Carey and seconded by Councillor Asman.

359. RECYCLING CONTAINERS, THE COMMONS, PEMBROKE (COUNCILLOR CAREY)

Councillor Carey informed Council that the recycling containers had now been removed from the Commons in Pembroke due to the amount of fly tipping. Below correspondence from Mr Paul Watkins, Waste Improvement Manager of Pembrokeshire County Council.

Further to my email of the 13th October (attached for ease of reference), the consensus from the three responses received, was, with some reservations & disappointment, the facility should be removed. However, if in the future the Town Council wanted the facility to be reinstated, that is something PCC is willing to explore at the time.

It was suggested the bottle bank be left in situ; however, any container left on site will attract waste & from previous experiences on other sites we know not everyone can be bothered to put glass into

the banks even after making the effort of bringing it to a site, consequently all banks will be removed.

The above was noted from Council, with all agreeing that the containers should be removed.

Mayor