

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 13th JULY 2023**

**Present
Councillors:**

A Brinn (Mayor)
J Grimes, G Jones, L Asman (Hybrid), R Blackburn
C Collins, L Jenkins, R Cowen,
M Phillips, D Bush

In attendance:

Suzie Thomas (Town Clerk)

39. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

Apologies from Councillors D Evans, K Nicholas, A Cooke, A Mortenson (Deputy Mayor), D Willington, Jayne Howes (Assistant Town Clerk), Pastor Rob James

Declarations of interest from Councillor D Bush

40. TO SIGN AND CONFIRM THE AGM MINUTES OF THE MEETING ON 8TH JUNE 2023

The Minutes of the 8th June 2023 were accepted as an accurate record.

41. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Mr Peter Coleman of Foundry House informed Council of a proposed project for a Community Café at Foundry House. "Our plan is that the ground floor extension to Foundry House be fitted out to meet the needs of a community café and training kitchen to be run during weekdays by Foundry House volunteers in cooperation with Pembroke County Council (PCC) Adult Care Service and others concerned with the care of disabled, vulnerable or otherwise disadvantaged members of our community. In the evenings and at weekends the café will cater for events taking place in the community centre's halls and be available for lunch clubs, pop-up restaurants, craft groups and other activities".

Following a discussion Pembroke Town Council resolved that they would send a letter of support to this project.

42. MATTERS ARISING FROM THE MINUTES (for information only)

a) Update from visit to Bergen (Councillor Brinn) – Councillor Brinn and Councillor Grimes gave Council an update on their visit to Bergen.

43. PLANNING APPLICATIONS RECEIVED

23/0124/PA

Proposal: proposed extension, comprising a sloped two storey and single storey rear extension, to Nos 50 and 52 Station Road respectfully. (Partly in retrospect)

Site Address: 52 Station Road, Pembroke, SA71 4AH

Council would support this application

23/06/2023

Proposal: Demolition of rear porch and replacement extension to provide garden room

Site Address: Greenwood House, 28 The Green, Pembroke, SA71 4NU

Council would support this application

23/0282/PA

Proposal: Replacement dwelling

Site Address: St Johns Down, Maidenwells, Pembroke, SA71 6PX

Council would support this application

23/0226/PA

Proposal: Change of use of parts of existing property and various internal and external alterations resubmission of 22/0451/PA)

Site Address: 27 Main Street, Pembroke

Council would support this application.

Proposal: WWRT propose to install an eel pass within the North arch of Pembroke Mill Bridge. The overall project to improve eel passage will consist of two parts: Replacement of the existing flap valve located at the tidal pond barrage at SM 98094 01827 with a new flap valve that has a tidal gate damper installed within it. Secondly a gravity fed eel pass contained in the North arch of the Mill Bridge at SM 98335 01654. This will be constructed from an aluminium casing and secured inside the arch of the Mill Bridge with stainless steel fittings (see attached design). Only the eel pass element in the bridge is for consideration under this LBC application as the Mill Bridge is the only listed structure that will be altered by this project.

Site Address: Mill Bridge, Pembroke River/Mill Ponds, Pembroke

Council would support this application.

44. PLANNING APPLICATIONS DETERMINED

None received.

45. LICENSING

None received.

46. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

Set out below is the list of bills for payment and confirmation:

56	B Jones Electrical Contractor	Dismantle flags for Coronation	£800.00
57	Pembrokeshire County Council	Contribution towards new tango seat for Greenplay Park	£799.00
58	Jewson	Paint, screwdriver set, adhesive & screws	£104.11
59	Jewson	Wood for outside benches	£106.35
60	Jeffrey A Clout	Inflatable at the Green 20 th May	£180.00
61	Consortium	Jumbo toilet rolls	£49.98
62	Steven J Hearn	Make a new trolley for watering bowser	£200.00
63	CSE Catering Equipment Hire	Hire of wine glasses	£113.99
64	Rank Retail	Toilet Roll	£2.24
65	Rank Retail	Coffee	£3.09
66	Zoom Video Communication	Video Communication	£12.99
67	British Gas	Electricity 10.3.23 – 9.4.23	£268.18
68	British Gas	Electricity 10.4.23 – 9.5.23	£231.24
69	Rachel's Floristry	Bouquet of flowers	£50.00
70	Wages	Week ending 26.5.23	£587.34
71	HMRC	Tax/NI	£1301.23
72	Bernie Scourfield	Accountant Fees	£175.00
73	Total Tech	Phone line rental	£55.00
74	Infinity Document Solutions	Photocopies	£30.06
75	Wages	Week ending 12.6.23	£587.34
75a	Carmarthenshire County Council	Pension May 2023	£1525.91
76	Express Cleaning Supplies	Floor cleaner	£86.54
77	Moor Floor Finishes	Applicator pads for mop	£46.17
78	British Airways (Cllr Brinn)	Flight to Bergen	£255.28
79	Ebay (Suzie)	Hose reel cart	£43.99
80	Pembroke Packaging	Photocopying paper, C4 white envelopes & labels	£79.52
81	Citron Hygiene	Sanitary Disposal Unit	£130.68
82	Aldi (Kaylee)	Coffee	£6.89
83	British Gas	Gas 2.5.23 – 1.6.23	£34.95
84	Total Tech	Mircosoft 365 – 1 year	£118.80
85	British Gas	Electricity 10.5.23 – 9.6.23	£216.58
86	Wages	Week ending 19.6.23	£587.34
87	B Shilke	Window cleaning	£20.00
88	Salaries	June	£3084.39
89	Screwfix (Suzie)	Hose	£20.83
90	Pitney Bowes	Service charge	£67.73
91	Hill Farm Nursery	Install window boxes/troughs & take down	£1386.00
92	B&M (Kaylee)	Large round plant pot	£4.99
93	Jewson	Knives & black tape	£15.82
94	Jewson	Rawplug frame screw/nut & washer	£7.72
95	Wages	Week ending 26.6.23	£587.34
96	Training at Work Group	Level 2 Food Hygiene & Safety Courses	£36.00
97	Zoom Video Communication (Suzie)	Video Communication	£12.99
98	Carmarthenshire County Council	Pension June 2023	£1344.18
99	Pembrokeshire County Council	VAS x 2 installed at Holyland & Upper Lamphey Roads	£3950.00

100	Aldi (Kaylee)	Cleaning materials	£4.95
101	Farmfoods	Milk	£15.00
102	Dyfed Alarms	Renewal of Intruder Alarm Annual Service	£180.00
103	Pembrokeshire County Council	Flowers	£2533.70
104	Jeff Clout Inflatables	Bouncy Castle for River Rally	£180.00

Those marked * to be recovered

The above accounts were agreed unanimously.

47. UPDATE FROM COUNTY COUNCILLORS

County Councillor Mel Phillips emailed a written report to Council prior to the meeting.

48. CORRESPONDENCE RECEIVED

Correspondence received from Mr Malcolm Powell who thanked Council for the Donation of £50 towards the cost of the Car Park. A total of £184.00 was raised on the afternoon/evening for the Paul Satori Foundation.

Correspondence received from Silbers CIC

Dear Mrs Thomas

Thank you and please thank the Pembroke Town Council members for their financial assistance to Silbers CIC for the build of the Wooden Educational Roundhouse in the Wellbeing Garden with the assistance of the learners from the Henry Tudor School. We really appreciate your donation of £50.00. So far, we have raised £6,000. We are still in need of another £3000 due to time taken to build the Wooden Educational Roundhouse with the learners and the extra equipment needed for the learners to use.

Pembroke Civic Trust would like to say a big thank you to the Town Council & Pembrokeshire County Council maintenance crew (Simon and Paul) for doing a marvellous job of keeping Pembroke tidy and litter free. Also thank you for allowing us to use the litter picking equipment on 12th May as a contribution to Coronation Week. Thank you again, Gwen Griffiths, Secretary Pembroke Civic Trust.

The above was noted.

The following correspondence has been received from a resident of Main Street, Pembroke

I acknowledge that discussions, including diverse and difficult interests, have occurred over many years. But, it has to be admitted, little has resulted.

I have sent you a proposal of my own, but others are, as they say, available.

I ask the Council to revisit this issue and initiate more consideration not less. *Brief case for and proposals for the limiting of traffic in the Western part of Main Street, Pembroke.*

Although a thousand years old, Pembroke Main Street has experienced much change in the last few years, particularly during Covid, and the effect of changing shopping patterns, the greater proliferation of larger vehicles and ‘the flight of the banks’. Whilst falling footfall has led to a ‘hollowing out’ of traditional, retail businesses, there has been an increase in visitors to Pembroke Castle, the museum, and, it is to be hoped, the Henry Tudor Centre. The conflict between traffic and pedestrians has never been greater.

For a few people, being able to access the Main Street and park, or drive through to Tenby, to Castlemartin or Angle is a privilege they may wish to maintain. For the rest of the residents or visitors to Pembroke, putting up with the noise, pollution, congestion and risk of injury from through traffic, the reversing and fly-parking by large (and small) vehicles is a daily hazard. There is no zebra crossing and the pelican crossing is rarely used. It need not be so.

This proposal is to close the Western Section of Main Street from Northgate Street to the top of New Way to traffic (except buses and emergency vehicles and residents of Chain Back) between 10:00am and 4:00pm Monday to Saturday.

At the junction of Main Street with Westgate Hill and Northgate Street, traffic lights on Westgate Hill and on the Bridge to govern what would be an alternate, single-way length of road from Westgate Hill to the bottom of Northgate Street, preventing entry into Main Street during prohibited hours.

As now, Main Street from Northgate Street to the Eastern end of East Back would be one way (East) and Main Street from East Back to the roundabout at the Eastend would be restored to two-way traffic.

Apart from these changes, no physical changes need be made.

There would be no kerbside parking in Main Street from Northgate Street to New Way during the prohibited hours.

The Eastern section of Main Street would be as it is now with kerbside parking.

East Back also would retain its parking and may or may not become one-way (West).

The residents of Chain Back would need special dispensation to enter Chain Back from the western section of Main Street, whilst exiting as now.

Also, with the Henry Tudor Centre completing, now is the time to consider reclaiming the South Quay to be a dedicated, pedestrianised, public space, free of car-parking.

This item was discussed, which has been raised on numerous occasions before. Following on from the discussion it was resolved that the County Councillors speak to the Highway department and arrange for them to attend a Council Meeting if possible to re-look at the possibilities of reversing traffic flow.

49. MAYORAL APPOINTMENTS

14.6.23	Talk	St Mary’s Church	7.00pm	Cllr Brinn
17.6.23	Mayor Making	Fishguard & Goodwick	3.00pm	Cllr Brinn
18.6.23	Ladies Section of Royal British Legion	St John’s Church, Pembroke Dock	10.00am	Cllr Brinn

24.6.23	Armed Forces Day	Heritage Centre, Pembroke Dock	11.00am	Cllr Brinn
1.7.23	River Rally	Pembroke	1.00pm	Cllr Brinn

The above was noted by Council

50. AGENDA ITEMS

51. TO REVIEW AND APPOINT COUNCILLORS FOR COMMITTEES (TOWN CLERK)

The Clerk went through the Committees, see appendix A attached

52. TO DISCUSS SECOND PHASE OF SOUTH QUAY DEVELOPMENT (COUNCILLOR BRINN)

To discuss concerns raised by a member of the public re South Quay Development Phase 2 and update from meeting with Pembrokeshire County Council and Councillors who attended the open day invitation to visit Norman Industries, Haverfordwest. The Clerk informed the meeting that Rachel Moxley had invited Council to attend a meeting with representatives on Friday 21st July to answer any questions that they may have. Due to this, this item was postponed until after the meeting on the 21st and was agreed that any questions be forwarded to Mrs Moxley prior to the meeting.

53. TO DISCUSS A PROPOSAL FOR MONKTON QUAY/CASTLE POND REGENERATION PROJECT (COUNCILLOR ASMAN)

A couple of years ago, I approached Council with a suggestion to look seriously at purchasing the Monkton Quay garage site which has been derelict and an eyesore for over a decade. Cllr Evans, as Chair of the Regeneration Committee, worked with me on a proposal.

The site has great potential, not the least a magnificent view of the castle in a prime position. It is situated on the Castle Pond walk, a short distance from town and castle with the Commons car park across the road. What a wonderful location for a gallery to celebrate Pembroke's great art heritage (grossly underplayed) and, as a quayside public space, would be a huge draw. This was our proposal.

That Pembroke Town Council accept in principle that the development of Monkton Quay and Castle Pond walkway is an important step in the provision of an additional attraction for residents and tourists in the town of Pembroke.

If accepted :

That Council give authority to Council representatives to engage with PCC Regeneration Department with our suggestion to purchase the site as a regeneration project within the town.

Nothing came of it. The present plans for the South Quay illustrate all too well that PCC cares not a jot about OUR vision for OUR town. Consultation is not a word in their vocabulary.

Quaysides everywhere are developed as public spaces, generating footfall. Sadly, not in Pembroke. The North Quay was packed with flats and the South Quay will be a Social Services hub and car park. What a wasted opportunity! This leaves the Monkton Quay – but, even there, PCC Planning Committee (which is not fit for purpose and takes no notice of planning law in conservation areas) has granted planning permission for inappropriate modern houses. This has considerably increased the purchase price which is now £285k.

Monkton Quay (Bridgend Terrace) is historically important. Our researches into Monkton heritage have shown that there was once a mansion there dating back to 1686, later sold to George Hurlow, a shipwright and timber merchant. Timber was imported here from Canada and emigrants taken back. Ships were also built on the site. Part of that estate includes the listed gardens, which are still there but very neglected. That could be a fine, community, green project.

Eye watering sums of money are being spent in Haverfordwest on questionable projects, which can never succeed in turning the town into a tourist destination. Unlike Pembroke, with its heritage and lovely natural setting, but unfortunately it has suffered years of neglect from PCC. Such investment could turn the town around.

If PCC will not purchase the site on our behalf, could we perhaps look at doing it ourselves before it is too late? I am suggesting that the site could, at first, be tidied up and picnic benches installed with pop up stalls perhaps. It is a sorry state of affairs that the first view people have of Pembroke, on leaving the car park, is a derelict site – a view which speaks of neglect. I would also add that Monkton is regarded as disadvantaged and surely deserves LEVELLING UP far more than a car park in Haverfordwest. It ticks all the boxes for grant aid.

Following a lengthy discussion taking place, and a vote being taken, it was resolved for the Clerk to get estimates of costs and to bring back to Council.

54. TO REVIEW AND APPROVE EXTERNAL AUDIT (IF ARRIVED) (TOWN CLERK)

This item was postponed until the next meeting, as the Audit had not been received back from the external auditors.

55. OVERGROWN TREES IN THE GROUNDS OF ST MICHAEL'S CHURCH (COUNCILLOR PHILLIPS)

This item was withdrawn.

56. TO DISCUSS A VISIT FROM HMS PEMBROKE (COUNCILLOR BRINN)

HMS Pembroke will be visiting between July 21st & July 23rd which will be the very last occasion before the ship is decommissioned. They have requested that they have the final opportunity on Sunday July 23rd to exercise their right of entry to the town from the Freedom of Pembroke conferred on 2nd September 2006 to march through the town with drums beating, colours flying to show the affirmation between

this town of Pembroke and the bond we have with the Royal Naval ship HMS Pembroke.

Following a discussion, it was resolved that a budget of up to £2000 be set aside to accommodate this visit, and to include providing a buffet for HMS Pembroke and also the Sea Cadets from Milford, Fishguard and Tenby who would be accompanying them.

57. CHRISTMAS DINNER ARRANGEMENTS & CLOSING HOURS (TOWN CLERK)

Pembroke Town Hall will be closing this year on Friday 22nd December at 12pm and re-opening on Wednesday 3rd January 2024.

I am also asking as to whether you wish for me to book a Christmas Meal this year or arrange a buffet in the Mayor's Parlor after the December meeting on 7th December 2023 as per last year

Following a discussion, it was resolved that Council would have this year's Christmas Dinner at a local restaurant and the Clerk to arrange.

58. TO DISCUSS THE CLOSING OF THE TREWENT SCHOLARSHIP FUND AND TRANSFERRING TO ANOTHER CHARITY (TOWN CLERK)

A few months ago I was asked to look into the Trewent Scholarship Fund which Pembroke Town Council are sole trustees. In 1945 Francis John Trewent bequeathed £2000 in his will to the Mayor and Council of Pembroke to establish a scholarship. The bequest imposed a condition that the Council would maintain the tomb of his father and mother. The tomb is situated in Pembroke Dock.

Pembroke Borough Council accepted the bequest with the sum of £2000 being invested in Government Stock. The sum was subsequently transferred to various accounts and is currently held in a Capital Reserve account with approximately just over £6000.00. Under the terms of the will, three scholarships of £20 per annum were to be awarded each year, however, awards have not been made for some years and the sole income is derived from interest.

Initially Pembroke Borough Council whose administrative area included both Pembroke and Pembroke Dock administered the trust. Following local government re-organisation in 1974 and 1986, Pembroke Borough Council ceased to exist and subsequently two separate councils were created, i.e. Pembroke Town Council and Pembroke Dock Town Council.

On Monday 26th June, I had a virtual meeting with Debbie Flemming from the Charity Trust, asking for advice on the Trust. I suggested that as it is no longer used, and there is money sitting in the account, to transfer it to the Dr Jones Charity, whose aims are very similar to the Trewent Trust. The Charity Commission are happy for Town Council to do this, should Council agree. Once monies are transferred, I close the account, and then register that the Charity is now finished.

I am asking Council to consider the above.

Following a discussion, it was resolved for the Clerk to transfer all funds to the Dr Jones Charity and then to close the charity account.

**59. TO DISCUSS THE STATE OF THE RAILINGS ON STATION ROAD,
UNDERNEATH THE RAILWAY BRIDGE (COUNCILLOR JENKINS)**

This item was withdrawn, as County Councillor Phillips was looking into the matter.

Mayor

