

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 14th JUNE 2018**

Present:

Councillors:

L Brown (Mayor),	C Collins	A Cooke
R Blackburn	J Nutting	A Carey
Miss MA Phillips	D Evans	G Jones
Mrs L Asman	C Doyle	

In attendance: Mrs Suzie Thomas (Town Clerk)

***GUEST SPEAKER , C/SUPT STEVE COCKWELL TO DISCUSS THE FUTURE
CCTV INFRASTRUCTURE IN PEMBROKESHIRE***

Chief Superintendant Steve Cockwell gave Council an overview of the CCTV in Pembrokeshire and plans to install the latest cameras and technology in Pembroke. This would be a digital solution rather than burning discs. Pembroke would see their cameras installed in Spring 2019 due to already being tied into a contract until that date, which would then incur penalties. Following a discussion it was unanimously agreed that Council wished to install more cameras than proposed, and it was resolved to look into the cost.

30. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

A A Brinn, J Harvey, K Nicholas. Rev Peter Jones
No declarations of interest given.

31. QUESTIONS & ANSWER SESSION WITH MEMBERS OF THE PUBLIC (MAX 10 MINS)

Members of the public present, with one informing Council of the incorrect date on the Agenda on the website.

32. TO SIGN AND CONFIRM THE MINUTES OF MEETING ON 17TH MAY 2018

The minutes of the meeting held on Thursday 17th May 2018 were accepted as an accurate record.

33. MATTERS ARISING FROM THE MINUTES

A) RECEPTIONIST POST (MIN 29)

The Clerk informed Council that the closing date for the applicants to apply for the receptionist post was Friday 22nd June 2018, so would like members available from the Personnel Committee to attend a meeting on Monday 25th June 2018 at 10.00am at the Town Hall, to look through the applications and arrange interviews for Wednesday 27th 2018.

B) ARMED FORCES DAY

The Clerk reminded Council that a service for Armed Forces Day would take place at Pembroke Castle on Saturday 23rd June.

C) COMMEMORATIVE SEAT (MIN 17)

The Clerk informed Council that she had spoken to the Civic Trust who had decided that they would look into costs of getting the seat fixed outside the Castle. The Clerk suggested that the seat to commemorate Remembrance Day 2018 could be placed up on the grass by the Cenotaph, which was agreed.

D) HEALTH CHECK GDPR UPDATE

The clerk informed Council that the initial health check had been done regarding the new GDPR regulations, with work ongoing.

E) DEVELOPMENTS AT WITHYBUSH HOSPITAL (MIN 25)

The clerk reported she had sent out the various letters to the Health Board and Town & Community Councils and Health Minister to which she had received a confirmation from Steve Moore Chief executive of Hywel Dda stating he will write again with a full response shortly.

34. PLANNING APPLICATIONS RECEIVED

Cottage to rear of 89 Main Street, Pembroke, SA71 4DX

Proposed part demolition, restoration and reinstatement of building to form cottage.
Council requested to defer this decision until further information received.

18/0182/LB

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Council requested to defer this decision until further information received.

18/0206/PA

92 Main Street, Pembroke

First floor extension

Council would support the application subject to the necessary conservation regulations.

18/0153/PA

25 Merlins Cross, Lower Lamphey Road, Pembroke

Alterations & Extension

Council would support the application, subject to no overlooking nearby properties.

18/1073/PA

Mylett House, Mylett Hill, Golden Hill, Pembroke

Detached garage/workshop

Council would support the application

35. PLANNING APPLICATIONS DETERMINED

None received

The above was noted by council.

36. ACCOUNTS FOR PAYMENT

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

9.	SIGNSPEED	LETTERING FOR BOARD	£21.60
10.	PEM PACK	CLEANING MATERIALS	£12.43
11.	CRAFTY SEW & SEW	MATERIALS FOR BANNERS	£153.56
12.	PEM PACK	TOILET ROLLS	£11.34
13.	TENBY OBSERVER	ADVERTISING	£72.00
14.	SCRIBE	SOFTWARE LICENCE	£462.00
15.	PEM PACK	BOX FILES/PAPER/STAPLERS	£93.37
16.	CSE	HIRE OF WINE GLASSES	£92.24
17.	ADRIAN COOKE	CATERING FOR MAYOR MAKING	£990.00
18.	SUZIE THOMAS	WHITE GLOVES (MAYOR MAKING)	£14.78
19.	ROSE HOWSON	SOFT DRINKS (MAYOR MAKING)	£16.15
20.	SUZIE THOMAS	WINE (MAYOR MAKING)	£41.49
21.	PCC	ROAD CLOSURE (CIVIC SUNDAY)	£117.00
22.	JEWSON	DIY ITEMS	£20.99
23.	MEL PHILLIPS	FLOWERS	£73.30
24.	HALSTED	DIY ITEMS	£33.92
25.	THE GARDEN CENTRE	COMPOST	£36.00

The above schedule of payments were approved.

37. LICENSING

None

38. CORRESPONDENCE RECEIVED

39. EXTREME SPORTS WALES

Attached correspondence received from Steve Vince, from Extreme Sports Wales regarding the Castle to Castle Challenge - Caenarfon to Pembroke.

The Link Officer to enquire with PCC about possible road closures etc that may have been ordered and report back to Council

The above was noted by Council.

40. MAYORAL APPOINTMENTS

1st June - Activity Day, Vetch Close
10th June - Haverfordwest Civic Service (Unable to attend)
16th - Dog Show, Commons Pembroke
16th June - Milford Haven Civic Service (Unable to attend - dog show)
17th - St Davids Civic Service
23rd June - Armed Forces Day, Pembroke Castle
26th June - AGM Pembrokeshire Scouts

The above was noted by Council

41. AGENDA ITEMS

42. UPDATE FROM LINK OFFICER (MR MARTIN WHITE)

Anthony Maynard (Head of Children's Services) and Sinead Henehan (Regeneration and Community Safety Manager), was introduced as the new Link Officers following the retirement of Mr Martin White and Mr Mark Elliot

43. CHRISTMAS LIGHTS TENDER (TOWN CLERK)

The Clerk informed Council that the Activities committee had met, and reviewed the three tenders received for the contract of the 3 year supply of Christmas Lights. Following a discussion it was resolved to award the Contract to Festive Lighting for the years 2018, 2019 & 2020.

44. PEMBROKE CHRISTMAS MARKET STAND (TOWN CLERK)

The Clerk informed Council that Pembroke Castle Trust would not be requiring for Pembroke Town Council to underwrite this year's Christmas Market. However, the cost of the stalls should they want one for this year's Market would be £90.00. It was resolved for Pembroke Town Council to have a stall at a cost of £90.00.

45. REMEMBRANCE DAY 2018 (TOWN CLERK)

The clerk had received an enquiry as to whether a wall of poppies could be made behind the cenotaph to mark the 100 years in November for Remembrance Day. This would consist of small and large poppies. The cost of these poppies would be approximately £700 to include the netting. The Royal British Legion had also said they would be happy to pay half. Councillor Nutting proposed that Town Council pay all of the £700, seconded by Councillor Phillips. Following a vote it was resolved that Pembroke Town Council pay the complete costs.

46. TO DISCUSS THE STATE OF THE EMPTY BUILDINGS IN PEMBROKE (COUNCILLOR PHILLIPS)

Councillor Phillips expressed her concern to Council regarding the state of the Main Street at the South side. Councillor Phillips had already delivered letters to all properties in Main Street, asking property owners / householders to make the effort to remove the weeds etc, to try and make the street look more attractive, especially as the tourist season had started. Councillor Phillips enquired if enforcement orders could be made by PCC, but unfortunately this could not be done, unless there was a danger to the public, i.e. slates loose etc.

**47. TO DISCUSS MOVING THE FILING/MINUTES TO ARCHIVES
HAVERFORDWEST (TOWN CLERK)**

The Clerk suggested to Council that when she had time, it would be useful that all Minutes and important documents to be moved to the Archives in Haverfordwest, where they can be kept, logged and registered, sealed and in the right conditions. It was resolved to move Minutes and important documents etc to Haverfordwest.

48. TO DISCUSS AND REVIEW QUARTERLY BUDGET REVIEW (TOWN CLERK)

The Clerk presented Council with a quarterly Budget review and balance. Following a discussion it was resolved to accept and approve the quarterly budget review.

49. TO DISCUSS AND REVIEW FINANCIAL APPLICATIONS (TOWN CLERK)

One application had been received from Monkton Priory Church for funds toward an exhibition to mark the end of WW1. Following a discussion it was resolved to award £125.00

Mayor

