

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 6th OCTOBER 2022**

**Present
Councillors:**

D Evans (Mayor) A Brinn (Deputy)
R Blackburn, L Jenkins, L Asman, D Bush, K Nicholas
A Cooke, M Phillips, A Mortenson, J Grimes, G Jones

In attendance:

Suzie Thomas (Town Clerk)

65. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

Apologies from Councillors Llewellyn, Willington and Collins. Also Rev Rob James and Mrs Jayne Howes. Declarations of Interest given from Councillor Phillips.

The Mayor welcomed everyone to the meeting. A Full Town Council meeting had not been held since July due to August recess, and the death of Her Majesty the Queen in September. The Mayor thanked the Clerk and Staff for their efforts following Operation London Bridge guidance during this sad time. He also informed the meeting that due to a change of regulations, members of the public were allowed to join the meeting by Hybrid, Standing Orders would need to be changed to accommodate this, which he would place on the Agenda for ratification at the next meeting.

He then read out a letter of resignation from Councillor Pearl Llewellyn due to ill health. All Council thanked Councillor Llewellyn for her many years of service and was resolved for the Clerk to send a letter of thanks reiterating this.

The Clerk informed Council that she had informed the Election office and the Notice of Vacancy would be advertised.

66. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 14TH JULY 2022

The Minutes of the 14th July 2022 were accepted as an accurate record.

No meeting held August or September

67. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

No Members of the public present.

68.MATTERS ARISING FROM THE MINUTES

a) *Update on replacement Lift*

The Clerk informed Council that the Lift had been removed and the new one will be installed on Monday 17th October which would take approximately 4 days

b) *Update on meeting with Regeneration Team of PCC*

Councillor Evans gave a resume of the meeting that took place with Rachel Moxley.

69. PLANNING APPLICATIONS RECEIVED

22/0362/PA

Proposal: Alterations and Extension to rear of residential dwelling

Site Address: 9 Mansel Street, Pembroke, SA71 4ES

22/0288/TF

Proposal: Removal of 10 leylandii (L1 – L10) and 5 spruce (S1-S5) trees on southeastern boundary, adjoining driveway to Underdown. Removal of 8 leylandii (L11 – L18) and 2 spruce (S6 – S7) trees on northwestern boundary, adjoining properties in Southlands. The trees are covered by an Area TPO D3/TPO D3/TPO/21 (11/11/1992) and are not identified individually

22/0300/PA

Proposal: New Vehicular Access

Site Address: The Crest, Golden Hill, Pembroke, SA71 4SZ

No objections for all of the above Planning which took place by Zoom on 10th August 2022

22/0372/PA

Proposal: Demolition of existing garage & replacement side extension

Site Address: 4 Nicholas Road, Pembroke

Council would support the application

22/0360/PA

Proposal: Proposed demolition of existing garage & Construction of a five bedroom bungalow

Site Address: 36 Station Road, Pembroke

Council would support the application; however, Council did have concerns regarding visibility of traffic coming in and out onto main road.

22/0362/PA

Proposal: Alterations and extension to rear of residential dwelling

Site Address: 9 Mansel Street, Pembroke

Council would support the application

22/0371/PA

Proposal: New Canopy balcony at first floor level

Site Address: Lake House, 27, The Green, Pembroke SA71 4NU

This application had already been decided on.

70. PLANNING APPLICATIONS DETERMINED

22/0243/PA

Proposal: Erection of new modern floodlighting system

Site Address: Crickmarren Field, Upper Lamphey Road, Pembroke, SA71 4AY

Decision: Conditionally Approved

22/0288/TF

Proposal: Removal of 10 leylandii (L1 – L10) and 5 spruce (S1-S5) trees on southeastern boundary, adjoining driveway to Underdown. Removal of 8 leylandii (L11 – L18) and 2 spruce (S6 – S7) trees on northwestern boundary, adjoining properties in Southlands. The trees are covered by an Area TPO D3/TPO D3/TPO/21 (11/11/1992) and are not identified individually

Decision: Conditionally Approved

22/0206/TF

Proposal: Tree Works

Site Address: 36 Rocky Park, Pembroke

Decision: Conditionally Approved

22/0242/TF

Proposal: Tree Works

Site Address: Trelit, Upper Lamphey Road, Pembroke

Decision: Conditionally Approved

22/0317/PA

Proposal: New dormer windows in existing roof, new front porch and small single storey rear extension.

Site Address: Treetops, 12 St Michaels Road, Pembroke

Decision: Conditionally Approved

22/0008/PA

Proposal: Variation of condition 3 (opening hours) of planning permission re: 21/0190/PA (Variation of condition 3 of planning permission ref 20/113/PA (Variation of condition 1 (Approved plans) of planning permission ref 20/0768/PA (Redevelopment of the existing petrol filling station) to allow 24 hour trading for a temporary period of twelve months)

Site Address: Bush Hill Service Station, Bush Hill, Pembroke, Pembrokeshire, SA71 4QU

Decision: Conditionally Approved

22/0372/PA

Proposal: Demolition of existing garage & replacement side extension

Site Address: 4, Nicholls Road, Pembroke, Pembrokeshire SA71 5JW

Decision: Conditionally Approved

The above was noted by Council

71. LICENSING

None Received

72. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

87	British Gas	Gas 02.5.22-1.6.22	£32.34
88	British Gas	Electricity 10.5.22 – 9.6.22	£124.72
88a	Carmarthenshire County Council	Pension June	£1671.61
89	Wired Wood Ltd	Supply PA system for William Marshal unveiling	£600.00
90	Paul Bowen Plumbing & Heating	Repair disabled toilet	£78.00
91	Martin Cavaney	Attend & photograph Mayor	£65.00
92	Pembrokeshire County Council	Contribution towards play equipment on Phase 2 of the Green Play Area - *Reclaimed £15,000 thru Grant PCC	£18638.00
93	Total Tech	Phone rental	£55.00
94	Total Tech	Supply & installation of IT equipment for video conferencing & Wi-Fi in Council Chamber	£2611.00
95	B Shilke	Window cleaning	£20.00
96	The Vagrants Crew	Musical performance – River Rally	£250.00
97	Pembrokeshire County Council	Licencing fee £325, Bond £250 – River Rally * Bond to be returned	£604.37
98	Wages	Week ending 11.7.22	£604.37
99	Wages	Week ending 18.7.22	£604.37
100	Wages	Week ending 25.7.22	£604.17
101	Pembrokeshire County Council	Flowers for Pembroke	£2564.95
102	Pembroke Packaging	Toilet Rolls	£21.09
103	Jewson	Brass basin waste with plug & chain	£17.04
104	British Gas	Electricity 10.6.22 – 9.7.22	£141.49
105	Farm Foods (Rose)	Milk	£10.25
106	Salaries	July	£2909.46
107	Zoom (Suzie)	Video communication	£11.99
108	Ability Lifts	50% of lift contract value	£15993.50
109	Signspeed	Self-adhesive white honour board lettering (Mayor)	£28.00
110	Carmarthenshire County Council	Pension July	£1598.76
111	Gardnersdream (Suzie)	Weed killer x2	£149.98
112	Wages	Week ending 1.8.22	£604.37
113	HMRC	Tax/NI	£968.74
114	Office Furniture Online	Office chair	£87.95
115	B Shilke	Window cleaning	£20.00
116	West Wales Maritime Heritage	Flotillas at River Rally	£600.00
117	All White Now	Washing & ironing tablecloths after Mayor Making	£30.00
118	Halsted DIY Ltd	Linseed oil & 2 stroke oil	£7.88
119	Keesha Haines	Face Painting – River Rally	£200.00
120	Total Tech	Line rental	£55.00
121	Pembroke Castle Shop	Refreshments – William Marshal unveiling	£250.00
122	British Gas	Gas 2.6.22 – 1.7.22	£15.06
123	Wages	Week ending 8.8.22	£604.17
124	Total Tech	Computer	£474.37

125	Screwfix (Suzie)	Water butt	£45.82
126	Pembroke Packaging	3 boxes of photocopying paper	£96.19
127	CEF	Challenger battery	£29.95
127a	Wages	Week ending 15.8.22	£604.37
128	British Gas	Gas 2.7.22 – 1.8.22	£14.44
129	Farmfoods (Rose)	Milk and coffee	£28.24
130	Upsy-Daizy	Supply & fit chair covers with orange organza bows for Mayor Making – Mayoral Allowance	£160.00
131	Wages	Week ending 15.8.22	£604.37
132	Salaries	August	£2772.04
133	Zoom (Suzie)	Video communication	£11.99
134	Wages	Week ending 29.8.22	£604.37
135	Trophy Store (Suzie)	The Hamish Whyte Award	£29.15

136	Carmarthenshire County Council	Pension August	1646.05
137	British Gas	Electricity 10.7.22-9.8.22	£156.00
138	Wages	Week ending 12.9.22	£604.37
139	Watts Digital & Security	CCTV Security Recorder	£1029.00
140	Total Tech	Landline	£55.00
141	Planning Aid Wales	Planning Courses for 6 Councillors	£210.00
142	Office Essentials	Pack of 5 hardback manuscript books	£16.62
143	JMS Enterprise Ltd	12 plastic A4 certificate photo frames	£21.66
144	Greener Blocks Ltd	A Cryer's Rhymes book	£3.52
145	Tesco (Suzie)	Refreshments for Civic Awards Evening	£99.96
146	B Shilke	Window cleaning	£20.00
147	B&M (Rose)	Cleaning materials	£31.08
148	Tenovus (Rose)	Frame for George Lewis Photos	£2.99
149	K&K Insurance	4 diaries for 2023	£15.50
150	Pembroke Packaging	Toilet roll	£31.64
151	Pembroke Packaging	Paper towels	£38.00
152	Wilco (Rose)	Dustpan & brush & duster with cover	£10.21
153	Tesco (Rose)	Bleach	£5.70
154	Zoom (Suzie)	Video communication	£11.99
155	Tesco (Suzie)	Refreshments for Civic Awards Evening	£55.12
156	Londis (Kaylee)	Biscuits for Fair meeting	£2.90
157	Watts Digital & Security	Investigate signal loss on cameras	£79.70
158	Wages	Week ending 26.9.22	£604.37

Those marked * to be recovered

The above accounts were agreed unanimously

73. UPDATE FROM COUNTY COUNCILLORS

Councillor Phillips and Councillor Grimes gave Council a resume of what was happening in their respective wards, with Councillor Harvey sending in a written report.

74. CORRESPONDENCE RECEIVED

The following correspondence (attached) has been received from Pembrokeshire Pride who had a hugely successful three-day festival celebrating diversity and inclusivity in Pembrokeshire has made history and been hailed a triumph by organisers and attendees alike. The festival held on July 14 – 16 was the first-ever Pembrokeshire Pride event – and it paves the way for regular inclusive events to not only support the LGBTQ + community in Pembrokeshire, but also to celebrate it.

The following correspondence has been received from Gwen Griffiths of the Civic Trust

Pembroke Civic Trust would like to congratulate you on your lovely displays of garden and wildflowers in and around Pembroke and Pembroke Dock.

This year especially with the beds of wildflowers and new signs telling us that “Nature is not tidy”. Also credit must be given to the gardeners who shape and look after the shrubs and trees eg near the Cleddau Bridge.

Thank you for your efforts, they are appreciated

The Following correspondence has been received from Paul Sartori Hospice at Home

Dear Sir

We write to express our sincere gratitude for your kind donation of £50 in payment of the car parking for our Classic Cars Event. It is very much appreciated.

Our clinical team has remained responsive and flexible throughout the Covid-19 pandemic, working closely with the health board and other health professionals to provide good end of life care in Pembrokeshire. Without support from people like you, we could not have continued to deliver the standard of care required during this period of uncertainty.

Many people using our services will be facing one of the most challenging times in their lives. Our charity aims to enable people to die at home, maintaining their independence, with the dignity they deserve, surround by those they hold most dear if that is their choice.

**The following correspondence has been received from Dr S P Jones – Director of Community Services, Pembrokeshire County Council
Notice of Motion relating to Pets as Prizes**

The Councils Cabinet considered the attached report at its meeting on Monday 5 September 2022. The report was prepared in response to a Notice of Motion submitted to Full Council by Cllr Alistair Cameron (Kilgetty/Begelly Ward).

In resolving to adopt the recommendations the Cabinet also accepted an amendment to the effect that “A letter be sent to all Town (city) and Community Councils requesting

that they also support an outright ban on the giving of live animals as prizes, in any form, on land that they own or control”.

I would be grateful if this matter could be referred to the appropriate committee for consideration.

Following a discussion taking place, followed by a vote, it was resolved to write to Pembrokeshire County Council, that Pembroke Town Council would support an outright ban on the giving of live animals as prizes, in any form, on land that they own or control.

The following correspondence has been received from Dean Hili Mayor of Pembroke Local Council, Malta

Dear Councillor Dennis Evans, Mayoress Mrs Rita Evans, Deputy Mayor Councillor Aden A Brinn, Pembroke Town Councillors and staff

On behalf of the locality and everyone at the Pembroke Local Council, I wish to take this opportunity to express our deepest sympathy on the occasion of the passing of Her Majesty, Queen Elizabeth II.

While she has been a long-standing figure in the consciousness of so many people, she will forever remain an icon and be remembered as a friend to many nations, including our own.

Our thoughts are with you and the community you represent at this most difficult time of reflection.

Know that while the nation is mourning, the ripples of her loss will be felt throughout the world, and we stand with you in this moment of grief.

The following correspondence has been received from Mrs Glynis Atherton

I just wanted to say Thank you to everyone involved in organizing and presenting the Awards Event on Friday evening. It was an honour to be amongst so many people who give their time and are acknowledged for doing things that they do because they want to do them.

Thank you again, Glynis.

All the above was noted by Council.

75. MAYORAL APPOINTMENTS

DATE	EVENT	PLACE	TIME	ATTENDING
10.7.22	Tenby's Civic Service	St Mary's Church, Tenby	9.15am	Cllr Evans

15.7.22	Beating of the Bounds Ceremony	Old Wool Market, Haverfordwest	6.30pm	Cllr Evans
16.7.22	Pembroke Civic Walls Trust	Pembroke Castle	5.00pm	Cllr Evans
18.7.22	Memorial Service – Father Paul Sartori	Haverfordwest	1.00pm	Cllr Evans
21.7.22	Meeting with MIND	Town Hall	9.30am	Cllr Evans
24.7.22	Narberth Civic Service	Narberth	9.30am	Cllr Evans
3.9.22	Fishguard & Goodwick Civic Service	Fishguard		Cllr Evans
7.9.22	Neath Great September Fair	Neath	2.30pm	Cllr Evans & Cllr Brinn
18.9.22	St Davids Civic Service	Postponed due to death of the Queen		Cllr Evans
18.9.22	Commemoration for Queen Elizabeth II	St David's Cathedral		Cllr Evans
19.9.22	Commemoration for Queen Elizabeth II	St Mary's Church, Pembroke		Cllr Evans
2.10.22	Gild of Freeman of Haverfordwest	St Mary's Church, Haverfordwest		Cllr Brinn

76. AGENDA ITEMS

77. FOOTBALL PITCH ON THE COMMONS PARK, PEMBROKE (COUNCILLOR WILLINGTON)

This was deferred to the next meeting due to Councillor Willington's absence.

78. TO REVIEW & APPROVE PEMBROKE TOWN COUNCIL'S "ANNUAL REPORT 2021/22"

Following a review and discussion it was resolved to approve the Annual Report for 2021/22

79. TO REVIEW & APPROVE PEMBROKE TOWN COUNCIL'S "TRAINING POLICY"

Following a review and discussion it was resolved to approve the Training Policy.

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

This was postponed until the next meeting as it still had not been received back from the Auditors.

81. TO CONSIDER APPLICATIONS FOR FINANCIAL ASSISTANCE (TOWN CLERK)

The Clerk presented to Council two applications for financial assistance. Following a discussion, it was resolved to award the following:

VC Gallery - £150.00

82. QUARTERLY BUDGET REVIEW (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.

83. PEMBROKE YOUNG AT HEART CHRISTMAS DINNER (COUNCILLOR PHILLIPS)

Councillor Phillips informed Council that every year the Pembroke Young at heart held their Christmas Dinner and Harvest Dinner on a Wednesday. Following a discussion with the Town Clerk, the committee was informed that Wednesdays were a very busy day with bookings. However, this year, the Craft Fayre which is held every Wednesday, moved 2 of their bookings to a Tuesday so that Pembroke Young at Heart could have their Jubilee Tea and Harvest Dinner on a Wednesday but would prefer to keep their Christmas booking as this was the busiest time of the year. Councillor Phillips informed Council that Councillor Cooke (who did the cooking for these events) or herself was not available on the Friday which was the only other available day. Councillor Phillips proposed, (seconded by Councillor Cooke) to Council that the Craft Fayre and the two Pilate classes asked to be moved for this one day. Following a discussion, the mayor enquired as to whether anyone else could do the cooking for that day. The Clerk informed them that Councillor Mortenson had offered to cook the Christmas Dinner. Following a further discussion, and a vote taking place, it was resolved that the dinner take place on the Friday and not to move the Craft Fayre or the Pilates Class. Councillor Cooke then resigned from the Young at Heart Committee, along with Councillor Phillips.

84. CHRISTMAS ARRANGEMENTS (TOWN CLERK/COUNCILLOR EVANS)

The Clerk informed Council that Pembroke Castle Christmas Market was going ahead this year, so Father Christmas would make an appearance on Friday 25th November. Going back to previous years, Father Christmas would leave Pembroke Castle onto his Sleigh and drive up the Main Street, to St Michaels Square where Carol singing would take place around the tree. The Clerk to order a road closure and traffic lights to accommodate this. She also enquired with Council as to whether chocolates should be purchased as in previous years. Following a discussion, it was resolved not to order chocolates this year. The mayor also enquired with Council as to whether to hold a Christmas Dinner as in previous years. This again was resolved not to go ahead this year. The Clerk informed Council that the offices would be closing on the 22nd December 2022 and re-open on Tuesday 3rd January 2023. The pantomime would take place on 4th January 2023, which would once again be free to the public. It was also agreed that Mr Dudley Jones, be asked to design the Town Council's Christmas card.

85. HEDGE OVERGROWTH ON LOWER LAMPHEY ROAD (COUNCILLOR COLLINS)

This was deferred to the next meeting due to Councillor Collins' absence. Councillor Phillips did inform Council that Pembrokeshire County Council had cut back the hedgerow on this road.

86. PAYMENT FOR THREE AMIGOS CAR PARK CHARGE (TOWN CLERK)

The Clerk informed Council that she had received correspondence from the 3 amigos that Pembrokeshire County Council would be charging for the use of the Car Park at the Commons before they start their Toy and Easter Runs. Following on from discussions with County Councillor Harvey (previously), the Clerk and Councillor Brinn it was resolved to write to PCC for confirmation that as agreed last year this would not be the case. If fees were to be charged Pembroke Town Council would incur the cost, to keep the Three Amigos starting their Charity runs in Pembroke.

87. TO DISCUSS POSSIBILITY OF PRP TRAINING VOLUNTEER FOR 12 WEEKS (TOWN CLERK)

The Clerk informed Council that she had been approached by PRP Training of Pembroke Dock to enquire as to whether there would be a possibility of taking on a Young Adult to help with the Town Councils Handyman/Gardener. The contract would take place for 12 weeks, and wages would be paid by PRP. Following a discussion, it was resolved to go forward with the Contract of employment for 12 weeks.

88. TO DISCUSS TRAFFIC MARSHAL ONLINE COURSE (TOWN CLERK)

The Clerk suggested to Council that staff and certain councillors should undertake a Traffic Marshal online course. This will help with the control of traffic whilst helping with official events such as Father Christmas and the River Rally. Following a discussion, it was resolved, for 5 staff to complete and Councillors Nicholas, Jones, Evans, Willington and Mortenson.

Mayor

