

MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL HELD VIRTUALLY BY ZOOM ON THURSDAY 9th DECEMBER 2021

Present Councillors:

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

In attendance:

Suzie Thomas (Town Clerk)

Mrs Rachel Moxey (Head of Economic Development & Regeneration) and Mr Steve Jardine (Regeneration Manager), of Pembrokeshire County Council, attended the meeting. They gave an update on the South Quay Development and the funding application that they had been successful in obtaining for the 2nd Phase of the development. Plans were forwarded to Council prior to the meeting, and it was suggested that another meeting take place in January 2022 to discuss the development plans in more detail

89. APOLOGIES FOR ABSENCE/ DECLARATIONS OF INTEREST

Apologies from Councillor J Nutting (Deputy Mayor), Collins, Carey, Brown and Mrs Jayne Howes

90. 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

91. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

No members of the public present

92. MATTERS ARISING FROM THE MINUTES

a) Update on Commons Stream

The Clerk informed Council that the dredging on the Commons Stream had now been completed. It was suggested inviting Mr Kevin Lowther to the March meeting next year to give an update of the new equipment which now controlled the Barrage. Following a discussion, it was agreed to invite Mr Lowther to attend the meeting on the 10th March 2022.

a) Invitation to Council meeting with Acting Sergeant of Pembroke Dock Police Station

The Clerk informed Council that the Acting Sergeant of Pembroke Dock will be attending the January meeting along with a representative from the “Go Safe” team as requested.

b) Donation from Pembroke & Pembroke Dock Lions towards a new Notice Board

The Clerk informed Council that at a recent Coffee Morning of the Pembroke & Pembroke Dock Lions, a cheque of £250.00 was presented to the Mayor towards a new Town Notice Board. Following on from that, the Mayor Councillor Asman, said that the Pembroke & Monkton History Society and the Pembroke Museum had also met, and very kindly also donated £250.00 each towards the Notice Board.

c) Funding Application Green Play Park (Min 66)

Councillor Asman informed Council that the order for the park equipment had now been placed by Neil McCarthy of Pembrokeshire County Council who is procuring the equipment for Pembroke Town Council. She had contacted Dragon Play and they had given a date for installation as 11th April 2022. She went on to say, “At the last Council meeting, I asked Pembroke Town Council to match fund a second funding bid to the Enhancing Pembrokeshire Grant and this was to purchase fencing for the toddler area, plus accessible equipment – wheelchair roundabout and accessible swing. I got that application in by the November 22nd deadline, and we should get the result for that in January’s Cabinet meeting. Of course, these items cannot be ordered until we get that confirmation and may have to be added later.

On Monday November 15th we planted bulbs on the Green Park with children from Golden Grove Community School – it was a lovely afternoon and the children really got stuck in and enjoyed. I was assisted by volunteers to help – Cllr Mortenson, Mo James, Jean Marsh, Sue Lamb and Katie Collins. This will be followed by more landscaping later as this was part of the original application and I have some grant money for this plus the seating with thanks to Valero.

So, before the equipment is installed we can, once the final layout is agreed and we get through the winter, put in the seating and do some more planting. We also need to paint the existing equipment.

We also think that it would be good to have an opening event when we get the equipment – a party on the park. So, progress in being made at last”.

93. PLANNING APPLICATIONS RECEIVED

21/0739/PA

Proposal: Extension and Alterations (Disabled Adaption Works)

Site Address: 7 Charles Road, Pembroke, SA71 4AX

Council would support the application

94. PLANNING APPLICATIONS DETERMINED

DISCHARGE OF CONDITION CONSULTATION

Proposal: Discharge of Condition 2 (Otter Mitigation) & 9 (External Lighting) of planning permission 19/0774/PA (Variation of Conditions 3,4,5,6,7,8 and 10 of planning permission 16/0318/PA (residential development for 4 dwellings and associated engineering works) to alter the time scales and consider the details)

Site Address: Land adj to Riverside Close, Pembroke, Pembrokeshire

21/0263/PA

Proposal: A new 3-bedroom bungalow

Site Address: Land on the north side of The Old Conduit, to the rear of Rookery Nook, 53 Monkton

Decision: **Conditionally Approved**

The above was noted by Council

95. LICENSING

None received

96. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

218	Wages	Week ending 8.11.21	£607.52
219	British Gas	Gas 2.9.21 - 1.10.21	£34.23
220	Hasted DIY	Tap & wall line	£11.25
221	Pembroke Packaging	Liquid hand soap	£8.56
222	Consortium	Laminated pouches, mop heads & fitting	£32.49
223	Pembroke Packaging	Henry hoover bags, buff wage envelopes & mouse mats	£41.27
2231	Wages	Week ending 15.11.21	£607.52
224	Total Tech	Line Rental Monthly	£66.00
225	B&M (Rose)	Refreshments for Soldiers Remembrance Day	£51.76
226	Aldi (Rose)	Milk	£6.00
227	Modern Print & Design	Website hosting for Pembroke Town Trail	£255.60
228	HMRC	Tax/NI	£880.53
228a	Wages	Week ending 22.11.21	£607.52
229	DL Woodhams	Supply & deliver 2 Christmas trees	£400.00
230	Jewson	Gorilla tape clear	£10.19
	Pembrokeshire County	Black Horse Toilets Electric £115.00, Water £218.00,	
231	Council	Cleaning £1406.10, Repairs £110.00	£1,433.86
		Move & deliver 2 Christmas trees to Castle & top of	
232	Collins Bros	town	£126.00
233	Zoom	Video Communication	£14.39
234	Wages	Week ending 29.11.21	£607.52

The above accounts were agreed unanimously

97. CORRESPONDENCE RECEIVED

The following correspondence has been received from Zurich Municipal

Dear Suzie

Pembroke Town Council has buildings insured with us and depending on when they were last valued, there is a risk of under-insurance which can have serious consequences.

Buildings sums insured need to reflect the full cost of reinstating a building following a total loss. In addition to materials and labour, this includes all associated costs such as demolition, debris removal, planning and professional fees.

A buildings market value (the price of the property if you were to sell) is irrelevant for insurance purposes, and its use for building sums insured is a frequent source of underinsurance.

We insure buildings across the UK, and are ready to support you if something happens to a building you are responsible for. To enable us to do so, we suggest you ensure that a full reinstatement valuation is carried out by a qualified surveyor at least every five years

Following a discussion it was agreed that the Clerk get an up to date valuation for re-build costs of the Town Hall in the New Year.

The following correspondence has been received from David Astins, Transformation Project Officer, Pembrokeshire County Council

Community Delivery Project – review of public toilet provision

You will be aware, from the briefing note that was circulated in April 2019 (see attached), that there is an ongoing review of non-statutory services within the Environmental Services Division. In order to sustain these services into the future, communities will increasingly need to become more involved in the delivery, building on many examples that already exists across the County.

This includes the Pembroke Black Horse Walk public toilets, which faced closure in 2013/14 but were kept open by Pembroke Town Council agreement to meet the running costs. This was clearly welcomed by the local community, and ourselves, as we do not have a wish to see public toilets close. A copy of the agreement we currently have in place is attached.

Unfortunately, the basic running costs that you have been paying do not fully reflect the cost of keeping the toilets open, so the County Council is still providing a subsidy.

We are unable to continue to subsidise these toilets, so are looking for your views on the way forward. Assuming that you would like to see the toilets remain open (which is also our wish) our view is that transferring these toilets to your control via a

Community Asset Transfer (CAT) to operate through a 125 year lease would be the best approach. This would be at a peppercorn rent.

During the 2013/14 closure consultation, some communities took on their toilets through a lease and now operate them independently of the County Council. This has proved to be a more cost-effective way to sustain the toilets, as well as giving the communities concerned more control. Examples include Clunderwen, Crymych, Llangwm Mathry and Trefin.

Draft 'Heads of Terms' which set out the basis for the lease, are being prepared by our property team to give you a feel for the terms of the CAT and these will be forwarded to you shortly.

It may also be that a reconfiguration of the toilets could further reduce running costs. We can discuss this prior to any proposed CAT.

Should you wish to retain the existing arrangement, the annual charge for April 2022 to March 2023 would be £8581.00 which is the full actual cost PCC incur to manage and maintain these facilities. This cost is fully inclusive of all charges i.e. water, sewerage, electric, consumables cleaning repairs and maintenance. The cost would be reviewed annually and notified to you in advance of your precept setting for the following financial year.

Should either of these approaches not prove feasible, the most likely outcome would be the County Council declaring the building surplus to requirements, which would then see the property offered for 'disposal' but for a potentially different use.

I would be grateful for an informal conversation about the next steps. My contact details are at the top of this letter.

Following a lengthy discussion, it was agreed that Pembroke Town Council retain the existing arrangement, and pay the annual charge of £8581.00 for April 2022 to March 2023.

The Following correspondence has been received from Mrs Kelly Morris, (Traffic Management Officer) Pembrokeshire County Council. Map attached

The Council will shortly be advertising proposals to change waiting restrictions on various roads across the County. Please find attached a plan illustrating the proposed restriction changes which are outlined below, and which are in your Community.

Pembroke

4.1 Prohibition of waiting, loading and unloading

Main Street

North side – from a point near no's 110/112 east to a point 8 metres east of Brighton Mew's entrance. (Replaces current double yellow line waiting restrictions with yellow lines & kerb blips)

To prevent parking in the bus stop and across private communal entrances.

Should you have any comments regarding the proposals, I would be grateful to receive them by **3rd January 2022** otherwise we will assume you have no adverse comments to make.

The above was noted by Council, with no adverse comments to make.

HYWEL DDA UNIVERSITY HEALTH BOARD

The following correspondence has been received from Professor Phillip Kloer, Medical Director and Deputy Chief Executive Hywel Dda University Health Board

Dear Colleague

We are writing to you as an organisation who may have contact with or be able to help us reach our populations based in Pembrokeshire or South Ceredigion.

It is important that we help our communities to understand how they access healthcare for children, given some temporary changes we have extended at Worthybush General Hospital in Haverfordwest.

Some of you will have community boards or facilities which may be accessed by families and members of the public, and we would be extremely grateful if you would be willing to display the enclosed poster, which may be helpful to them.

We have also enclosed some leaflets, which have been sent to households, but which may be useful if you receive enquiries or have public spaces in which you can leave them.

The communication resources include QR codes which will take users to our dedicated web pages for more information. You can also access these by visiting <https://hduhb.nhs.wales/> and searching for 'children's services'.

Downloadable version of the leaflet are available, as well as alternative versions including different languages, Easy Read and Audio.

In anticipation, many thanks for your assistance with ensuring local families are aware of temporary changes and how to access healthcare support for children and young people

The above was noted by Council

98. MAYORAL APPOINTMENTS

20.11.21 Launch of Litter Hub Town Hall

24.11.21 Receiving donation from Pembroke & Pembroke Dock Lions Club

28.11.21 Guild of Freemen of Pembroke

The above was noted by Council. The Mayor, Councillor Asman informed Council that the Launch of the Litter Hub had a very good turnout. She also mentioned the fantastic turnout on Remembrance Day, with 200 Soldiers joining the Parade from Castlemartin. However, she was disappointed that the Western Telegraph did not report on this. She thanked everyone involved and the Town Clerk for her organisation, even though she could not attend due to being poorly.

99. AGENDA ITEMS

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

The Clerk presented Council with two applications to consider for application assistance. Following a discussion, it was resolved to present Mr Andrew Scott Davies £250.00 in his efforts to raise money following on from his participation in the Carten 100 Cycle Challenge for Disability Sport in Pembrokeshire.

101. TO REVIEW AND APPROVE THE PRECEPT BUDGET FOR 2022/2023

Following on from the Precept meeting which took place on the 26th November, the Committee's findings were presented to Council, along with Minutes of the meeting, and budget figures from the last 3 years. Following a lengthy discussion, it was resolved to approve the recommendations of the Committee and the Precept for Pembroke Town Council would be £258,000 up 9.85% on last year.

102. TO REVIEW AND APPROVE QUARTERLY BUDGET REVIEW

The Clerk presented Council with a Balance Sheet and spendings to date. Following a discussion, the Quarterly Budget review was accepted and approved.

103. TO CONSIDER THE PURCHASE OF A FOG/DISINFECTANT MACHINE (COUNCILLOR PHILLIPS)

Councillor Phillips proposed to Council the need for a sterilisation machine to be purchased and housed in the Town Hall. She went on to say "There is now a new variant of Covid 19 and as we have 2 markets in the town hall every week in a confined space I really think that we should purchase one.

The Town Hall is a public building with people traipsing in and out of it every day and we need to show an example to the people of the town and buy one. If it has already been used in the Town hall as Suzie has indicated, surely this proves that it is effective. We must not prevaricate. This is a serious business and our laissez faire attitude to this matter needs addressing".

Following a discussion, Councillor Jones stated that in some cases the use of these machines could lead to a false sense of security. To kill Covid, chemicals would have to be used and then isolation from the hall would have to be adhered to, with cleaning still needed afterwards. The Clerk informed Council that Pembroke Castle had very kindly let us borrow their machine and could be at our disposal when and if needed. Following a further discussion with Councillor Phillips proposing and Councillor Cooke seconding, a vote took place with 2 in favour and 9 against.

104. 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

105. CHRISTMAS OPENING/CLOSING HOURS AND CHRISTMAS CARDS (TOWN CLERK)

The Clerk informed Council that the Town Hall would be closing for Christmas on Wednesday 22nd December and re-opening on Tuesday 4th January 2022. She enquired with Council as to whether Christmas Cards were to be sent out this year. Following a discussion, it was agreed to accept the very kind offer of Mr Dudley Jones of his print of St Daniels Church, Pembroke.

Mayor