

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 13th SEPTEMBER
2018**

Present:

Councillors:

L Brown (Mayor),	G Jones	D Evans	J Nutting
C Doyle	R Blackburn	C Collins	K Nicholas
M Phillips			

In attendance:

Suzie Thomas (Town Clerk)
Mrs Jayne Howes (Financial Officer)

81. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

Councillor Brinn, Councillor Asman, Councillor Harvey, Councillor Carey, Councillor Cooke, Sinead Henahan (PCC), Anthony Maynard (PCC)

No declarations of interest given.

82. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

A member of the public spoke regarding her concerns over the planning application 18/0510/PA.

83. TO SIGN AND CONFIRM THE MINUTES OF MEETING ON 9TH AUGUST 2018

The minutes of 9th August 2018 were accepted as an accurate record and were moved by Councillor Nicholas and seconded by Councillor Doyle.

84. MATTERS ARISING FROM THE MINUTES

A) FREEDOM OF PEMBROKE (MINUTE 77)

The Clerk went through the arrangements for Saturday 15th September when the Royal Welsh would be given the Freedom of Pembroke.

85. PLANNING APPLICATIONS RECEIVED

18/0549/PA

1-6 Rocky Park Apartments, Pembroke, Pembrokeshire

**Proposal: Erection of a ramp to facilitate wheelchair access to apartments
Council would support the application**

18/0510/PA

Cherry Cottage, Millbank, Pembroke, SA71 4HU

**Proposal: Erection of dwelling and creation of new access of highway
Council object to the application due to overdevelopment, lack of privacy and
also being on the boundary of a site of special scientific interest.**

17/0987/LB

Alleston Farm, Lower Lamphey Road, Pembroke

**Amended Scheme - Conversion of four redundant barns into either permanent
or holiday letting use.**

Council would support the application

18/0529/PA

45 Freemans Walk, Pembroke, Pembrokeshire

Proposal - Erection of dwelling

Council would support the application

86. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

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

77.	West Wales Maritime Heritage	Pilot Boat River Rally	£400.00
78.	Infinity Document Solutions	Photocopier	£658.28
79.	Mark James	Repair to roof	£ 60.00
80.	Total Tech	Computer Maintenance	£ 72.00
81.	Neil Thomas	Compere River Rally	£200.00
82.	Clocking Systems	Ribbon	£ 54.00
83.	Halstead	Ties & Oil	£ 8.36
84.	Pembroke Packaging	Paper	£ 42.18
85.	PCC	Blackhorse Toilet	£1242.14
86.	Bernd Schilke	Window Cleaner	£ 50.00
87.	Just Great Design	Roller banner	£ 79.00
88.	Wilko	Plant Food	£ 12.75
89.	PCC	Road Closure FOP	£117.00
90.	Poundstretcher	Cleaning Materials	£ 23.72
91.	Tesco	Beer for Army FOP	£130.00
92.	Keesha Haines	Face Painting RR	£150.00
93.	Jewson	Wood Varnish	£ 62.03
94.	Just Great Design	Car Park Signs	£105.00
95.	Pembroke Packaging	Toilet Rolls	£ 90.74
96.	National Pen Promotional	Pens	£144.24
97.	Bernd Schilke	Window Cleaner	£ 20.00

The accounts were agreed unanimously and approved by Councillor Collins and seconded by Councillor Jones.

87. LICENSING
NONE

88. CORRESPONDENCE RECEIVED

The following correspondence has been received from Dan Shaw, Corporate Planning Manager, Pembrokeshire County Council

Dear City, Town or Community Council Clerk

Pembrokeshire County Council has been working with local representatives of One Voice Wales to produce a Charter between Pembrokeshire's Town and Community Council sector and Pembrokeshire County Council. The final draft is attached.

I would be very grateful if you would consider the question of whether your Council would like Charter on the agenda of a forthcoming meeting.

If you have got any questions on the Charter, please do not hesitate to get in touch.

Following a discussion by Council it was resolved to invite Mr Dan Shaw to the next full council meeting on the 4th October 2018.

89. ENHANCING PEMBROKESHIRE GRANT

The following correspondence has been received from Mr Kevin Shales, Community Development Officer, Pembrokeshire County Council

Dear Suzie

Following our communication in April I am taking this opportunity to update you on the progress of the Enhancing Pembrokeshire Grant.

I have as yet not received any enquiries from your area, there is consequently still £19,562 available for your Community Council, community groups or organisations to apply for.

This is an opportunity for your community to receive financial support for projects to help address any issues resulting from second home ownership. I am resending the application forms and criteria notes for you, could you please pass this email on to any relevant groups in your area.

If you would like us to meet your community please ring me, I would be happy to discuss the options.

Kind Regards

Kevin Shales

The above was noted by Council. Councillor Evans informed the meeting he had suggested two projects to PCC but unfortunately they did not fit the criteria. Following a discussion it was resolved that a meeting be called of the

regeneration committee, to see if any other groups had projects they could put forward.

90. ENVIRONMENTAL ENFORCEMENT OFFICERS

The following correspondence has been received from Richard Brown, Head of Environmental and Public Protection, Pembrokeshire County Council.

I am writing to advise you of a forthcoming change in Pembrokeshire County Council's approach to tackle littering, dog fouling and other anti-social behaviour.

From listening to residents we know how important it is for their local area to be clean, free from litter and dog fouling and a pleasant environment in which to live. Despite all Pembrokeshire County Council's efforts to keep the area clean and litter-free some individuals continue to drop litter, fail to clean up after their dog or carry out other anti-social behaviour.

As part of a continuing commitment to improve the local environment for the benefit of residents, visitors and local businesses, Pembrokeshire County Council is increasing its environmental enforcement across the County.

We are entering into a partnership with District Enforcement to provide littering and dog fouling and anti-social behaviour enforcement within Pembrokeshire from 10th September 2018.

Uniformed Environmental Enforcement Officers will be operating in all parts of the County on the streets, car parks and on other open land that the public have access to. Anyone witnessed littering or failing to pick up after the dog they are walking, by the officers will be issued with a £150 fixed penalty notice, which will be discounted to £75 if paid within 10 days.

We are asking for your support to make improvements to the local environment by bringing our enforcement approach to the attention of residents. If you have any details regarding problem areas within your community or any queries please contact environmentalcrime@pembrokeshire.gov.uk

The above was noted by Council. It was also suggested that the Clerk enquire with PCC to get a map of where all bins were placed in Pembroke, for each member to check with their ward to see if they were in the most beneficial place. Also to enquire as to whether dog waste stickers could be placed on the bins.

91. MAYORAL APPOINTMENTS

01/09/2018 Induction Service of Stella Catherine Hayton

12/09/2018 Neath Fair (Deputy Mayor)

15/09/2018 Freedom of Pembroke

92. AGENDA ITEMS

93. UPDATE FROM LINK OFFICER (SINEAD HENEHAN)

This item was deferred until the next meeting.

- 94. DBS CHECKS/SAFEGUARDING POLICY (COUNCILLOR EVANS)**
 Councillor Evans went through the amended draft safeguarding policy, and also the image consent policy. Following on from a discussion it was resolved to attend the training session first (clerk to arrange) and then adopt the policy after receiving the training.
- 95. BAND AT PEMBROKE MICHAELMAS FAIR (TOWN CLERK)**
 The Clerk enquired with Council as to whether they would pay for half of the Band to perform at this year's fair as per last year. Following a vote it was resolved to pay half of the costs with the Showmen's Guild.
- 96. BAND FOR REMEMBRANCE/MALE VOICE CHOIR (TOWN CLERK)**
 The Clerk informed Council that she could not get a Band to march for the Parade on Remembrance Day. It was agreed by Council that the Parade would still march down the Main Street, up to the Cenotaph. The Clerk had also enquired with Pembroke Male Voice Choir who would be happy to be incorporated into the Service in St Marys Church. Following a discussion with Council and the Vicar it was resolved to accept the invitation and the Vicar to liaise with Mr Phil Lloyd
- 97. CASTLE POND WALKWAY MAINTENANCE (COUNCILLOR ASMAN)**
 This item was deferred until the next meeting.
- 98. ALARM, TOWN HALL (TOWN CLERK)**
 The Clerk informed Council that following an annual inspection of the Intruder Alarm at the Town Hall, she had been advised that the Main Panel should be moved, due to water leaking onto the panel. Following a discussion it was resolved that the Clerk come to the next meeting with more information on how big the Panel was to be moved and to where it could be placed.
- 99. PTC CHRISTMAS DINNER (COUNCILLOR BROWN)**
 The Mayor informed the meeting that she would like to hold this year's Christmas Dinner in Monkton Swifts. The Clerk informed Council that they had also been invited down to join Pembroke Dock's Christmas Dinner. Following a discussion it was resolved to book the Christmas Dinner in the Swifts for Saturday 8th December and to invite Pembroke Dock should they wish to join them.
- 100. MRS JAYNE HOWES (SALARY INCREMENT/JOB DESCRIPTION)**
 Proposed by Councillor Collins and seconded by Councillor Nicholas this item was agreed to be taken under Private & Confidential. All the public and press were asked to leave.

Mayor