

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
COMPLETED BY EMAIL & VIDEO CONFERENCE ON THURSDAY 18th JUNE
2020**

Sent to:

Councillors:

G Jones (Mayor)
L Asman (Deputy Mayor), C Collins, A Brinn
D Evans, R Blackburn, M Phillips, D Bush
K Nicholas, A Cooke, J Grimes, L Brown, J Nutting, A Carey

In attendance:

Suzie Thomas (Town Clerk)
Jayne Howes (Assistant Town Clerk)

Note from the Clerk.....

This meeting took place by email, plus the following took part in a video conference Councillor Jones, Asman, Nutting, Blackburn, Evans and Nicholas

241. DECLARATIONS OF INTEREST

No declaration of interest given

242. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None Present/ No questions submitted

243. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 14th MAY 2020

The minutes of 14th May 2020 were accepted as an accurate record confirmed by 12 Councillors (Councillor Collins and Councillor Brown did not reply).

244. MATTERS ARISING FROM THE MINUTES

The flowers have all now been planted in Pembroke.

The Staff have not been furloughed at Pembroke Library.

No quotations were received for the building works at the Town Hall, and the work is now being completed from the original quote.

Manual staff are back at work in the Town Hall. Myself and Jayne will be back in the office and setting up from the 15th, to re-open on the 22nd to the public, subject to Welsh Government guidelines.

245. PLANNING APPLICATIONS RECEIVED

19/1193/PA

Proposal: Convert Existing Retail Premises to Three Shops and Ten Holiday Apartments with Ancillary Facilities

Site Address: : 6-10, Main Street, Pembroke, Pembrokeshire, SA71 4NP

20/0136/PA

Proposal: New dwelling constructed above garage behind town walls

Site Address: 107, Main Street, Pembroke, Pembrokeshire, SA71 4DB

See below for decision

246. PLANNING APPLICATIONS DETERMINED

None Received

247. LICENSING

None Received

248. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

To approve the list of payments

27.	Wages	Wk Ending 01/6/20	£591.74
28.	Bank Charges	Natwest	£ 7.00
29.	Data Protection Renewal	ICO	£ 40.00
30.	Membership Fees	SLCC	£161.00
31.	Keys Cut	Halstead	£ 24.77
32.	Purchase of Photocopier	Infinity	£414.00
33.	Sanitary Disposal Unit	Citron Hygiene UK Ltd	£105.65
34.	Blackhorse Toilets	Pembrokeshire C Council	£252.58
35.	Cleaning Materials	Consortium	£ 59.48
36.	Wages	Week Ending 08/6/20	£591.74
37.	PAYE/ NI	HMRC	£730.02

The accounts were agreed unanimously.

249. CORRESPONDENCE RECEIVED

None Received

250. MAYORAL APPOINTMENTS

No official Appointments, however, the Mayor has been out delivering groceries and medication to those who have asked for help as they cannot get out themselves.

The above was noted by Council.

251. AGENDA ITEMS

252. TO APPROVE THE MINUTES OF THE 14TH MAY 2020

Council approved by email the minutes of the 14th May 2020 to be a true and accurate record.

253. TO GIVE A DECISION ON THE 2 PLANNING APPLICATIONS ABOVE

19/1193/PA - Decision: Council would support this application, but would strongly urge that the Bay windows being replaced to be more traditional and in keeping with the character of the Main Street.

20/0136/PA - Decision: Council would support this application subject to the applicants accepting the recommendations from the Dyfed Archaeological Study

254. TO APPROVE THE LIST OF ACCOUNTS FOR PAYMENTS

Council approved by email & video link the accounts for payment

255. TO REVIEW AND APPROVE THE QUARTERLY BUDGET (DETAILS ATTACHED)

Council reviewed the quarterly budget review and reconciliation, which was approved by all members.

256. UPDATE FROM COUNTY COUNCILLORS (DETAILS ATTACHED)

Report relating to my Electoral Division of Pembroke St Michael, Councillor Aden Brinn

Since the lockdown being in force and continuing I have been working on the following issues in my ward.

1. I have been contacted on several occasions from a resident top of The Grove relating to an issue of rodents and refuse seen there. I contacted the Environmental Officer who have visited the area and have addressed this issue with a view of resolving the matter soon.
2. An issue of tree felling in the former site of A & M Engineering on the Lower Lamphey Road has arisen. I was contacted by a resident who advised 2 trees were felled and possibly 3. I contacted the Planning Enforcement Officer. In addition to this I contacted the Tree Officer at PCC to see if a TPO was in place for these trees. I have been advised by the Tree Officer that there is no TPO in existence in this area. I understand that the outlining planning was renewed in 2018.
3. An issue which my predecessor was looking into which I am now pursuing and that is to make First Lane to St Michael's Road a Footway part of an Active Travel Route. This project has been approved and is still ongoing with officers.

4. Regarding the Welsh Government Safe Routes in Communities Grant the following projects have been allocated for funding:

- a. To Provide a raised junction at Grove Hill/Grove Court Mews.
- b. To provide a raised crossing on Grove Hill near main entrance to Golden Grove School
- c. Provide bollards at strategic locations to prevent pavement parking by the school. I have been campaigning for this to be introduced for quite sometime now.
- d. A toucan crossing facility and safe pathway and gate to the crossing on the A4139 from Golden Grove School.
- e. To provide 50 cycle stands, scooter shed and parents waiting shelter in the school.
- f. Provide a ramp at end of SUP to improve access to cycle shelter.
- g. Provide new SUP from new entrance on St Daniel's Hill around playing field to rear of school and the new cycle sheds.
- h. To provide access gate at new entrance on St Daniel's Hill.
- i. To resite existing pedestrian refuge island on St Daniel's Hill

5. I had an enquiry from a resident in the Pembroke St Mary's North Ward regarding a Garden Waste Bin. Although not my ward I contacted the County Council ward member. As the member for Pembroke St Michael's Ward I did enquire with PCC about availability should residents in my ward contact me in the future. I was advised at the moment there is a waiting list for these bins.

6. I did have a telephone call from a resident for a food pack and I contacted the Pembrokeshire Hub and they had it delivered.

The above was noted by Council

257. TO REVIEW APPLICATIONS FOR FINANCIAL ASSISTANCE (DETAILS ATTACHED)

- 2nd Pembroke Scout Group
- Cruse Bereavement Care
- Pembroke Dock Karate Club

All applications were reviewed with members giving £200.00 to each applicant.

258. TO RECEIVE AN UPDATE ON SOUTH QUAY DEVELOPMENT AND DISCUSS FINANCIAL SUPPORT RE LIBRARY/TOURIST INFORMATION CENTRE/COMMUNITY HUB (COUNCILLOR ASMAN) (DETAILS ATTACHED)

I have participated in virtual meetings with PCC with regard to building design of 4,5 and 6 Castle Terrace and also with Amion Consultancy which is preparing the Business Plan.

Participating in the meetings were representatives from PCC (Steve Jardine, Mike Cavanagh, Rachel Moxey, Paul Miller, Chris Melia and the architect) and representatives from the Henry Tudor Trust (Stephen Thornton, Richard Evans, Linda Asman, Rose Blackburn).

As you will know, the former doctor's surgery is to be demolished. The new build will house the community hub, which will comprise the TIC, library, café and also (in the adjoining building) a community room for hire, activities, school classroom etc. The remainder of this building (ie nos 4&5) will house the Henry Tudor exhibition.

According to the Business Plan, PCC will need Pembroke Town Council to contribute £25,000 annually to the costs of the TIC and library as we are currently doing. It is envisaged that the Centre will open in 2023 but the Business Plan predicts that financial help for the TIC and library will need to be continued for a further 2 years until the Centre is properly established. Then the whole of the running costs would be covered by ticket sales and fundraising.

PCC are committing in the region of £3.5 millions into the project, which will ultimately be managed by the Henry Tudor Trust. Once the Centre is up and running, it must raise enough revenue to make the project sustainable, although PCC will be responsible for the fabric of the building which will be leased on a peppercorn rent to the Trust. Whilst a manager and core staff will need to be appointed by the Trust, the Centre will be heavily dependent on volunteers. It is envisaged that a Steering Group composed of Town Councillors and representatives from community groups work alongside the Trust to oversee and participate in the development of the hub.

PCC will be responsible for the library and TIC as this presents a problem for the Trust, which is a charity. As I explained in a previous meeting, the Charity Commission insists that running a TIC and library is a statutory duty of PCC and is therefore in conflict with charitable aims – which led me to withdraw our application last year. Having said this, the £25K would be payable to PCC toward the costs of the library and TIC.

Mike Cavanagh and Paul Miller have offered to speak to PTC – the present situation makes this impossible for the moment but they will do so when the situation allows. PCC is making a great investment in Pembroke – the like of which we have not seen before. The Centre will be a huge asset to the community as well as to the tourist and, as a Town Council, it is to be hoped that we will support it.

Cllr Linda Asman

Following a lengthy discussion it was resolved that Pembroke Town Council would continue to subsidise the library and tourist information centre whilst still being in situ down at the Commons. However before making any further commitment once the library and TIC is moved to the new South Quay development, Council require a meeting with representatives from Pembrokeshire County Council to have written assurances answered

259. UPDATE ON MILL POND (COUNCILLOR JONES/ TOWN CLERK)

The Clerk and Councillor Jones informed the meeting of the progress being made to the Mill Pond, after receiving a grant for works for maintenance from Pembrokeshire County Council which they obtained from Local Places for Nature, Welsh Government Grant administered by the WCVA alongside Pembrokeshire County Council. Algae was to be removed and the reeds cut back to 1 metre of the wall, back to the original line of when they were put in. Hopefully if funding allows a new dipping platform could also be erected and a silt trap put further up by Holyand Bridge. Councillor Jones requested from Council that £5000 be taken from reserves to be used as a contingency fund alongside the original grant of approximately

£35,000. Following a discussion it was resolved that Pembroke Town Council put forward £5000

260. TO DISCUSS THE SECOND HOME TAX GRANTS (COUNCILLOR JONES)

Councillor Jones reminded Council that there are grants eligible under the Second Home Tax Grant Scheme run by Pembrokeshire County Council, and for councillors to think about different projects and outside bodies who may be eligible for these grants. Councillor Asman said that she had spoken to the Scouts Group to put in for funding for the Scout Hut in the Green and had also spoken to the Playgroup in the Green for Phase 2 of their project. Councillor Evans also said he had a project in mind, but would need to look at the criteria again.

261. TO INFORM OF ABSENCE OF LEAVE DUE TO ILLNESS FOR COUNCILLOR BROWN (TOWN CLERK)

The Clerk had received correspondence from Councillor Brown, that due to illness she requested 3 months absence of leave. Following a discussion, Council agreed to the leave, and wished Councillor Brown a speedy recovery.

262. ANY OTHER COMMENTS REGARDING THE REPORT OF 18TH JUNE 2020

Comments were raised regarding a report in a local paper that the Riverside Home at the Green had all of the homeless re-homed at the start of lockdown, and would now be demolished. Council very concerned that no public consultation had taken place, and suggested that the County Councillors raise concerns with Pembrokeshire County Council to find out exactly what the plans were for the building.

Mayor