

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 7<sup>th</sup> DECEMBER 2023**

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**Present  
Councillors:**

Councillor A Brinn (Mayor), A Mortenson (Deputy Mayor),  
L Asman, R Blackburn, M Phillips, L Jenkins, D Willington, A Cooke,  
D Willcocks, L Herring, J Grimes, G Jones (Hybrid),

**In attendance:**

Suzie Thomas (Town Clerk)  
Pastor Rob James

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**117. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST**

Apologies from Councillor Bush, Councillor Willington, Councillor Evans & Mrs Jayne Howes (Assistant Town Clerk)

No Declarations of interest

**118. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 9<sup>TH</sup> NOVEMBER 2023**

The Minutes of the 9<sup>th</sup> November 2023 were accepted as an accurate record.

**119. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

A Member of the public, did enquire as to whether Pembroke Town Council will be involved in the LUF funding of just over ten million pounds which had just been awarded for Pembroke to Pembrokeshire County Council. The Mayor informed him that this was coming up on the Agenda and will be discussed further on in the meeting.

**120. MATTERS ARISING FROM THE MINUTES (for information only)**

**a) Nash Fingerpost**

The following information was forwarded from Councillor Dennis Evans, from the meeting he had attended.

**The Senedd debated the Nash Finger Post petition on Wednesday November 22<sup>nd</sup>. and it was introduced to the Chamber by Jack Seargent, Chair of the petitions Committee. He spoke from experience having visited the site some ten days before. He gave examples of the types of unsafe situations that could easily arise at the junction. He**

emphasised the need for traffic lights to be installed in the short term but concluded by saying that a roundabout would be a far more suitable in the long term.

Sam Kurtz spoke on behalf of the petitioners and the representatives of numerous town and community councils and stated that the time was right to make vast improvements to the junction. He also agreed that the installation of traffic lights would go some way to making the junction safer. He did state that one of his objectives was a complete review of the A447 which would include the need for a roundabout at the junction.

He was ably backed up by Cefin Campbell (Plaid), Joyce Watson and Paul Davies.

The Minister for Climate Change Julie James responded but gave a mixed response by including traffic lights and traffic signals in her answers. Unfortunately, no one picked up on that, but it would have been the perfect time for clarification.

Having watched the proceedings for a second time I emailed Sam with my concerns, he agreed with me and said that he would be in contact with the Minister and get back to me with the outcome. I also asked him why it was the Minister for Climate Change and not the Minister for Transport in the hot seat.

As yet I am still waiting on a reply from Sam Kurtz.

***b) Father Christmas comes to Pembroke***

The Clerk informed Council of the Christmas arrangements that took place, as it was a different set up from last year, which all went very smoothly, she informed Council that she will set up a meeting in January/February to arrange for 2024.

***c) Orchard in Pembroke***

The Clerk informed Council of the Orchard which would hopefully now get the go ahead from the legal department in Pembrokeshire County Council to be arranged for trees to be planted down the Commons, opposite the Tanyard.

***d) Castle Pond Railings***

The Clerk gave an update on the railings to be installed down at the Castle Pond, which she had been informed again that they would be installed by the end of this financial year.

## **121. PLANNING APPLICATIONS RECEIVED**

**23/0639/PA**

**Proposal:** Convert existing garage into Home office

**Site Address:** 20 Upper Lamphey Road, Pembroke

**Council would support the application.**

**23/0397/LB**

**Proposal:** Change of use & conversion of former bank (A2) to retail (A1) ground floor and residential apartments (C3) rear ground, first & second floors

**Site Address:** 35 Main Street, Pembroke, Pembrokeshire, SA71 4JX

**Council would support the application.**

## 122. PLANNING APPLICATIONS DETERMINED

### 23/0485/PA

**Proposal:** Change the use of the field to allotments (partly in retrospect)

**Site Address:** Field behind residential buildings, Grove Way, Pembroke, SA71 5QH

**Decision: Conditionally Approved**

### 23/0391/PA

**Proposal:** Change of use and conversion of former bank (A2) to retail (A1) Ground floor and X 2 bed residential apartments (C3) rear of ground floor, first and second floors.

**Site Address:** 35 Main Street, Pembroke, SA71 4JX

**Decision: Conditionally Approved**

### 22/1146/PA

**Proposal:** Variation of condition 2 (approved plans) of planning permission 21/0653/PA (construction of primary school, MUGA, sports field, car park, landscaping and associated highways and drainage infrastructure works) to allow design amendments.

**Site Address:** Land adj to Glan-y-Mor Farm, Bush Hill, Pembroke, SA71 4RL

**Decision: Conditionally Approved**

### 23/0485/PA

**Proposal:** Change the use of the field to allotments (Partly in retrospect)

**Site Address:** Field behind residential buildings, Grove Way, Pembroke

**Decision: Conditionally Approved**

The above was noted by Council.

## 123. LICENSING

None received.

## 124. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

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

231	Jewson	Floor self-leveller & wallpaper scissors	£47.66
232	Jewson	Rawplug frame screw & multi-purpose silicone clear	£5.74
233	Zoom Video Communication (Suzie)	Video Communication	£12.99
234	Cut price wholesaler	Advent calendars*	£792.00
235	Adrian James Fine Art	Frames	£204.52
236	HMRC	Tax/NI	£1295.83
237	Wages	Week ending 6.11.23	£587.34
238	Aldi (Suzie)	Sweets for Town Team	£4.49
239	Rexel UK Ltd	LED Lamp & cable ties	£22.84
240	Simply Landscaping	Matting	£50.00
241	Amazon (Suzie)	LED strip light	£26.64
242	Halsted DIY	Angle bracket & wood glue	£14.33
243	Jewson	Paint, polyfilla & filling knife	£37.80

244	Jewson	Tubular seal & brass padlock	£18.82
245	Jewson	Copper disc rivets	£40.79
246	B Shilke	Window cleaning	£20.00
247	Pembrokeshire County Council	Election St Mary South Ward 19.10.23	£5,733.00
248	Suzie Thomas	Torches	£45.07
249	Farmfoods (Suzie Thomas)	Coffee, milk & sugar	£15.58
250	Jewson	BOSCH drill and bits	£72.42
251	Jewson	Dust sheet, paint brushes & paint	£48.59
252	LITE	Year 3 of 3 year rental agreement	£3,990.24
253	Total Tech	Phone line rental	£64.25
254	Pension	October	£1,516.78
255	Perfect Pcs	Kingston 32GB USB Drive	£5.99
256	Wages	Week ending 13.11.23	£587.34
257	Wages	Week ending 20.1.23	£723.84
258	British Gas	Gas 2.10.23 – 1.11.23	£54.24
259	Wages	November	£3,118.85
260	LITE	Multi-coloured LED mini bulbs	£257.50
261	Home Bargains (David)	Microwave and Christmas decorations	£98.61
262	B&M (David)	Shelf, rope and cleaning materials (Had refund for shelf)	£1.99
263	B&M (David)	Shelf and cleaning materials (This shelf was returned)	£19.98
264	Home Bargains (David)	Christmas decorations	£33.32
265	B&M (David)	Christmas decorations	£52.50
266	Naturescape	Flower Bulbs	£121.66
267	Pembrokeshire County Council	Paid car park fee for 3 Amigos Toy Run	£50.00
268	Wages	Week ending 27.11.23	£587.54
269	B&M (Kaylee)	Cleaning materials	£30.05
270	Cllr Gareth Jones	Town Crier Allowance	£250.00
271	Clunderwen & Cardiganshire Farmers	Tarpaulin and cleaning products	£23.68
272	Zoom Video Communication (Suzie)	Video communication	£12.99
273	We can source it Ltd	Paper cups	£16.62

Those marked \* to be recovered

**The above accounts were agreed unanimously.**

## **125. UPDATE FROM COUNTY COUNCILLORS**

County Councillor Melanie Phillips, Councillor Grimes & Councillor Carey emailed a written report to Council prior to the meeting. The Chair thanked them for their report.

## **126. CORRESPONDENCE RECEIVED**

**The following correspondence has been received from Samuel Kurtz MS to Councillor Brinn**

I wanted to extend my thanks for the invite to Remembrance Service and Concert at Monkton Priory on 10<sup>th</sup> November.

The evening was a very moving occasion and was an excellent reflection on the gratitude that the people of Pembroke have for our current and former service personnel.

Pembroke and District Male Voice Choir excelled in their performance of a great variety of both English and Welsh songs.

Congratulations to you on the success of the evening and please do pass on my gratitude to all those who made the concert possible, and I look forward to attending future events honouring our fallen heroes.

**The following correspondence has been received from Councillor David Simpson, Leader, Pembrokeshire County Council to Councillor Brinn**

Many thanks for the kind invitation from yourself.

Can I also thank Pembroke Town Council for the excellent way the service was organised.

It was excellent and a pleasure and honour to attend.

**The above was noted by Council.**

## 127. MAYORAL APPOINTMENTS

18.11.23	Scouts Presentation	Withybush Showground	6.30pm	Cllr Brinn & Cllr Blackburn
24.11.23	Opening Pembroke Castle Christmas Market	Pembroke Castle	10.00am	Cllr Brinn & Cllr Blackburn
25.11.23	Opening Lantern Parade	The Foundry House, Pembroke	5.00pm	Cllr Brinn
5.12.23	Carol Service	St Katharine & St Peter's Church, Milford Haven		
6.12.23	Walk for Domestic Violence on Women	Main Street, Pembroke	10.00am	Cllr Mortenson
6.12.23	Milford Haven Port Authority 65 <sup>th</sup> Anniversary	Cardiff	3.00pm	Cllr Brinn & Cllr Blackburn
8.12.23	YAH Christmas Dinner	Town Hall, Pembroke	12.00pm noon	Cllr Brinn
9.12.23	3 Amigos Toy Run	The Parade, Pembroke	12.00 noon	Cllr Brinn
12.12.23	AGM Pembroke 21C	21C, The Commons, Pembroke	6.30pm	Cllr Brinn
13.12.23	Carol Service	St Mary's Church, Warren	6.00pm	Cllr Brinn & Cllr Mortenson
15.11.23	Carol Service	Haverfordwest	7.00pm	Cllr Brinn
18.12.23	Christmas Visit	South Pembs Hospital	1.00pm	Cllr Brinn
18.12.23	Christmas Visit	Bush Care Home	2.00pm	Cllr Brinn
18.12.23	Christmas Visit	Holyland Care Home	3.00pm	Cllr Brinn
18.12.23	Christmas Visit	Ashdale Care Home	4.00pm	Cllr Brinn

**The above was noted by Council.**

## **128. AGENDA ITEMS**

### **129. TO DISCUSS LUF FUNDING FOR PEMBROKE (COUNCILLOR BLACKBURN)**

Councillor Blackburn informed council that it was imperative that we keep in contact with Pembrokeshire County Council regarding the funding which has been awarded to Pembroke. She proposed that a committee be set up to go through the plans when available from Pembrokeshire County Council. Councillor Grimes informed Council that he had a meeting with the Regeneration Department next Wednesday, and will inform Council of the outcome of the meeting. Following the proposal, which was seconded by Council Herring, the following members were appointed. Councillor Blackburn, Councillor Asman, Councillor Jenkins, Councillor Phillips and Councillor Herring.

### **130. TO REVIEW AND APPROVE PRECEPT FIGURE FOR 2024/25 (TOWN CLERK)**

The Clerk provided, prior to the meeting, minutes and estimated costings of the meeting that took place on the 23<sup>rd</sup> November with the Finance Committee. Following a review and discussion, it was resolved to set the Precept Requirement at £225,000 with £55,900 being taken from reserves. This would make an increase on the Precept of £25,050.00 from the previous year.

### **114. 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.

### **115. TO REVIEW APPLICATIONS FOR FINANCIAL ASSISTANCE (TOWN CLERK)**

One application was considered for financial assistance. Unfortunately, due to lack of information this was deferred to the New Year.

The following agenda items were voted to go into Private & Confidential.

### **116. TO REVIEW AND DISCUSS RECOMMENDATIONS FROM PERSONNEL COMMITTEE (P & C)**

### **117. TO DISCUSS QUOTATION RECEIVED FOR BUILT IN CUPBOARDS IN MEETING ROOM (TOWN CLERK) P & C**

### **118. TO DISCUSS THE PEMBROKE CATCHMENT RIVER PROJECT (TOWN CLERK)**

### **119. TO DISCUSS THE TRANSFER OF FUNDS TO THE TWINNING ACCOUNT FROM 2017/18 (TOWN CLERK)**

Mayor .....