

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 11<sup>th</sup> JULY 2024**

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**Present**

**Councillors:**

A Mortenson (Mayor), G Jones (Deputy Mayor)  
D Evans, D Willington, A Brinn, C Collins, L Asman, R Blackburn, K Nicholas  
L Herring, J Grimes, D Willcocks, A Cooke

**In attendance:**

Suzie Thomas (Town Clerk)  
Jayne Howes (Assistant Town Clerk)  
Rachel Jones (Receptionist)  
Lyn Edwards (Lay Preacher)

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

Apologies from Councillor Jenkins. No Declarations of Interest.

**45. TO SIGN AND CONFIRM THE AGM MINUTES OF THE MEETING ON 13<sup>th</sup> JUNE 2024**

The Minutes of the 13<sup>th</sup> June 2024 were accepted as an accurate record.

Cllr Collins noted in reference to the Santa Sleigh that should the council wish to continue its use then they will need to take responsibility for the necessary repairs to ensure its safety if damaged whilst on loan.

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

A member of the public gave concerns on the anti-social behaviour within Pembroke and Monkton and asked the following questions:

“How are the Council engaging with young people to discourage anti-social behaviour?”

Cllr Grimes noted that the resources to work and engage with young people are simply not available. Cllr Blackburn agreed and suggested that Councillors keep their eyes and ears open to incidents within their wards.

A member of the public also asked the following question:

What are Pembrokeshire County Council’s current revisions to the grant of £10.5m Levelling Up Fund for Pembroke and how can Pembrokeshire County Council find over £10m from its budget for phase 1 of the South Quay Development whilst canvassing the public to reduce an already reduced library service?

The Clerk read out a response from Pembrokeshire County Council, that they were awaiting confirmation on funding due to delays caused by the general election etc.

#### 47. MATTERS ARISING FROM THE MINUTES (for information only)

- A) Cllr Jones gave an update on the library. He found it to be an essential part of Pembroke's community and was reassured in its relevance and the cost to the Town Council. Cllr Evans voiced concerns over the payment for the library, noting that the County Council have no obligation to continue to fund Pembroke Library and that the moving of the library to the new Henry Tudor Centre means that it is imperative that the Town Council continue to financially support it in order to ensure that the service remains available.
- B) Update on Plots: The Clerk has had a meeting with Pembrokeshire County Council to discuss the transfer of plots on Station Road Pembroke to the Town Council. There are currently 8 people within the St Michaels Ward who are on a waiting list for one of these plots. The Clerk clarified that it would need to be advertised as a community garden rather than allotments due to the different regulations and such, as well as suggesting that the price of the half-plot allotments be increased to £52 per year as well as suggesting that every individual sign up for membership and insurance under the allotment's society. Cllr. Evans voiced concern over the length of the lease and the cost to the council which the Clerk clarified was entirely determined by the Town Council. Should the Council wish to return the land and allotments to the County Council then they simply need to give 6 months notice in doing so. In regard to the cost to the Council there is a grant available that would cover the clearing and preparation of the land for the new plots. Cllr Collins voiced concern over concrete bases, left over from the old play park, which would need to be removed. The Clerk clarified that these bases would be used as foundations for sheds etc.  
Cllr Nicholas proposed that a copy of the lease be sent to each councillor to read and then reply to the Clerk on their decision. This was seconded by Cllr Brinn.

#### 48. PLANNING APPLICATIONS RECEIVED

None Received

#### 49. PLANNING APPLICATIONS DETERMINED

##### 24/0038/PA

**Proposal:** Install of new roof structure to existing building, as well as building new garage

**Site Address:** 5 Troed-y-Rhis, The Grove, Grove Hill, Pembroke, SA71 5BP

**Decision:** **Conditionally Approved.**

##### 24/0078/PA

**Proposal:** Change of use of Existing Print Works (Former Church) into Holiday Accommodation

**Site Address:** Printing Works, The Green, Pembroke

**Decision:** **Refused**

**23/1088/PA****Proposal:** Replacement shopfront to include new windows and doors**Site Address:** Hairdressing Salon, 1 Castle Terrace, Pembroke, SA71 4LA**Decision: Conditionally Approved****23/0075/PA****Proposal:** Conversion of existing single storey rear garden outbuilding to habitable accommodation, and change of use to holiday let**Site Address:** 16, East Back, Pembroke, SA71 4HL**Decision: Conditionally Approved**

The above was noted.

**50. LICENSING**

None received.

**51. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT**

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

88	B Shilkt	Window cleaning	£20.00
89	Total Tech	Phone line rental	£55.00
90	Hill Farm Nursery	Floral baskets for 2024	£1,429.50
91	Infinity Document Solutions	Photocopies Readings 6.6.24 and 23.5.24	£16.15
92	British Gas	Electricity 10.4.24 – 9.5.24	£139.52
93	Pembrokeshire County Council	Black Horse toilets	£10,055.00
94	Carmarthenshire County Council	Pension	£2,087.28
95	Pitney Bowes	Service Contract incl. parts	£71.12
96	Paul Bowen (Plumber)	Installation new waste pipes for urinals & to attend to hot water fault in kitchen	£462.00
97	SLCC	Membership fees	£229.00
98	Wages	Week ending 10.6.24	£650.02
99	Wages	Week ending 17.6.24	£650.02
100	HMRC	TAX/NI	£1,508.49
101	Wages/Salaries	Week ending 24/6/24	£4,132.24
102	Total Tech	1 year business standard	£118.80

103	Bernie Scourfield	Internal Audit 2023-24	£250.00
104	Welsh Water	8.12.23 – 10.6.24	£225.97
105	Post Office	Postage to send to Audit Wales	£5.20
106	Zoom Video communication	Video Communication 22.6.24 - 21.7.24	£12.99
107	Wages	Week Ending 1.7.24	£650.62
108	ICO	General Data Protection Act 2018	£35.00
109	Blachere Illumination UK Ltd	Christmas lights 5876.70	£1,175.34
110	Viking Office UK Ltd	Stationery	£60.50
111	Carmarthenshire County Council	Pension	£1,685.93
112	Trade Chemicals Ltd	Anti-bacteria floor cleaner	£20.82
113	Amazon (Suzie)	Heavy Duty Padlocks	£20.82
114	Viking Office UK Ltd	Air freshener & toilet roll	£67.93
115	Bigdug	Hand truck	£47.00
116	The Battery Masters	Panasonic Battery	£12.62
117	Screwfix	Spring clamps	£19.97
118	British Gas	Electricity 10.5.24-9.6.24	£122.76
119	Boverton Nurseries	Bedding plants/ containers	£3,192.40

Those marked \* to be recovered

**The above accounts were agreed unanimously.**

## **52. UPDATE FROM COUNTY COUNCILLORS**

No Update received from County Councillors

## **53. CORRESPONDENCE RECEIVED**

**None received.**

## **54. MAYORAL APPOINTMENTS**

16.6.24	RNLI Reception	Pembroke Castle	11.30am	Cllr Mortenson/Cllr Jones
18.6.24	Lamphey Scouts AGM	Foundry house	6.00pm	Cllr Mortenson

20.6.24	Summer Reception	Ty Milford Waterfront	6.00pm	CLlr Mortenson
29.6.24	Armed Forces	Pembroke Dock	11.00am	CLlr Mortenson
30.6.24	Mayoral Civic Service	Haverfordwest	11.00am	CLlr Mortenson
6.7.24	Mayoral Civic Service	Fishguard & Goodwick	1.00pm	CLlr Mortenson
13.7.24	Mayoral Civic Service	Milford Haven	5.00pm	CLlr Mortenson
14.7.24	Service of Thanksgiving	St Davids Cathedral	10.45am	CLlr Mortenson
15.7.24	Licensing of Rev Hannah Karpati	Church of St Mary, Carew	7.00pm	CLlr Mortenson
21.7.24	Mayoral Civic Service	Narberth	10.00am	CLlr Mortenson
21.7.24	Beating of the Bounds	Haverfordwest	5.00pm	Invitations will be sent out
28.7.24	Mayoral Civic Service	St Mary's Church, Tenby		Invitations will be sent out

## 55. AGENDA ITEMS

### 56. TO REVIEW AN UPDATE OF SECTION 2 TO STANDING ORDERS (CLLR EVANS)

CLlr Evans proposed a change of wording to the Standing Orders to allow the Mayor to sign the oath after the AGM meeting by the following Sunday, should they not be able to attend in person, and attend virtually. This would ensure that the council remains in compliance with the standing orders. CLlr Nicholas suggested a change of phrase to allow the meeting to take place on a Thursday 'or a day to be agreed by full council'.

**Following a discussion, it was resolved to accept the changes and the Clerk to re-print for resolution at the September meeting.**

### 57. TO REVIEW AN UPDATE ON FINANCIAL REGULATIONS DOCUMENT (CLLR EVANS/TOWN CLERK)

CLlr Evans proposed an adjustment to the financial regulations document to ensure compliance and minimise confusion. It was noted that the council currently have two documents with conflicting information regarding financial procedures. The financial regulations document and the standing orders. To minimise confusion, CLlr Evans proposed that the financial regulations document be amended and a reference to it be made in the Standing Orders.

**Following a discussion, it was resolved to accept the changes and the Clerk to re-print for resolution at the September meeting.**

- 58. TO REVIEW CHANGES TO STANDING ORDERS CONNECTED TO THE FINANCIAL REGULATIONS DOCUMENT (CLLR EVANS/TOWN CLERK)**  
As per Minute above, Councillor Evans, has omitted the financial regulations section from the Standing Orders, stating for all financial data to refer to the Financial Regulations Document. This was resolved and the Clerk to produce the new Financial Regulations Document and the Standing orders at the next meeting.
- 59. TO REVIEW THE COMPLIANCE FOR APPLYING FOR FINANCIAL ASSISTANCE (TOWN CLERK)**  
The Clerk presented Council with a form setting out the compliance for applying for Financial Assistance. **Following a discussion, it was resolved to accept the document and to enclose it with the application form to those who apply for financial assistance.**
- 60. TO DISCUSS 20MPH IN THE SURROUNDING AREAS (CLLR NICHOLAS)**  
Cllr Nicholas proposed that all councillors return to their wards and re-assess the necessary areas for the 20mph speed limit and make note of the areas where they believe the speed limit is not suitable, due to recent government announcements. **Cllr Blackburn seconded and was resolved to place on the Agenda for September meeting.**
- 61. TO DISCUSS VE DAY ARRANGEMENTS FOR 2025 (CLLR BRINN)**  
Cllr Brinn noted the 80<sup>th</sup> anniversary of VE Day next year and how it is the last major anniversary where those who were present may be in attendance. He noted that he is prepared to act as Co-ordinator for the celebrations. **Cllr Blackburn proposed Cllr Brinn as co-ordinator and was seconded by Cllr Jones, with all in favour.**
- 62. TO DISCUSS 50<sup>TH</sup> ANNIVERSARY OF TWINNING WITH BERGEN (CLLR BRINN)**  
Withdrawn to September meeting.
- 63. TO REVIEW & APPROVE THE FINANCIAL RISK ASSESSMENT (TOWN CLERK)**  
The Clerk presented Council with an updated Financial Risk Assessment. Following a discussion and proposed by Cllr Blackburn and Seconded by Cllr Herring, it was resolved to accept and approve the Financial Risk Assessment.
- 64. TO DISCUSS THIS YEARS RIVER RALLY (TOWN CLERK)**  
The Clerk informed Council that she had put in an application for the Car Park Closure to hold this years River Rally on the 17<sup>th</sup> August. She had been informed by Pembrokeshire County Council, that unfortunately, due to work commitments that are scheduled they could not offer a closure. Due to the limited space available the other side of the Pond by the Corn Store and the difficulty in off-loading from vehicles, it was suggested that a smaller river rally take place this year on the Quay, with an emphasis on the children, and to hire some entertainers in the small space by the Statue.  
**Cllr Collins proposed a budget of up to £3000, seconded by Councillor Jones with all in favour.**

Mayor .....