

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 13th JUNE 2024**

**Present
Councillors:**

A Mortenson (Mayor), G Jones (Deputy Mayor)
L Asman, R Blackburn, K Nicholas (zoom)
L Herring, J Grimes, D Willcocks, A Cooke, L Jenkins

In attendance:

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

23. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

Apologies from Councillor Collins, Councillor Willington, Councillor Evans, Councillor Bush & Councillor Brinn. No Declarations of Interest.

24. TO SIGN AND CONFIRM THE AGM MINUTES OF THE MEETING ON 9TH MAY 2024

The AGM Minutes of the 9th May 2024 were accepted as an accurate record.

25. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

A member of the public put to Council the following statement:

Notwithstanding pre-election prohibitions, I would like still to ask the Council:

"Analysis of the report presented to Pembrokeshire County Council Cabinet on 20th May 2024 suggests that:

- 1/ PCC intend to proceed with phase 2 of the South Quay Development community hub and facilities (and have secured most of the required funding); and
- 2/ PCC have failed to secure funding for the development of phase 1 (Library, Henry Tudor Visitor Centre, cafe and gardens) and are considering cancelling the development and selling the site.

Will the Council make robust representations to PCC in order to secure the continued development of phase 1?"

Following a discussion, it was resolved for the Clerk to arrange a meeting with Mr William Bramble, Mr Richard Brown and Cllr Paul Miller for an update on the South Quay Development.

26. MATTERS ARISING FROM THE MINUTES (for information only)

a) Roof Update

The Clerk informed Council that she had spoken to Harris Planning Design Management who had informed her that plans had been drawn up and that tenders would be going out this month, with returned tenders to consider, hopefully by the end of June.

27. PLANNING APPLICATIONS RECEIVED

24/0078/PA

Proposal: Change of use of existing print works (Former Church) into Holiday Accommodation

Site Address: Printing Works, The Green, Pembroke

Council would support the application.

24/0150/PA

Proposal: Erection of fence to sit on top of existing fence (in retrospect)

Site Address: 119 The Orchard, Angle Road, Monkton, Pembroke, SA71 4HT

Council would support the application

28. PLANNING APPLICATIONS DETERMINED

24/0107/NM

Proposal: Non material amendment to planning permission 23/0859/PA (Creation of public garden area with paths, retaining wall, seating benches, trees and retained flower beds) to allow installation of guardrail to northern retaining wall; introduction of block paving to central area; addition of three steps and handrail; and installation of two benches and resting areas

Site Address: Grass area along Devon Drive, opposite to the junction between Clare Walk and Devon Drive, opposite to the junction between Clare Walk and Devon Drive, Pembroke

Decision: Conditionally Approved

23/1129/PA

Proposal: Variation of condition 1 (approved plans) of planning permission 22/1146/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 adjacent to Glan-y-Mor Farm, Bush Hill, Pembroke, SA71 4RL

Decision: Conditionally Approved

23/0257/PA

Proposal: Erection of up to 4 storey building, Extension, Refurbishment and Demolition Works (including existing public toilets) to provide a Community Hub with Associated Infrastructure Works.

Site Address: 7 Northgate Street, Pembroke, SA71 4NR

Decision: Conditionally Approved

23/1078/PA**Proposal:** New Garage**Site Address:** Cerrig Man, India Row, Monkton, Pembroke, SA71 4JH**Decision:** **Conditionally Approved****23/0757/CL****Proposal:** Certificate of lawfulness for existing use of outbuilding as additional accommodation in conjunction with main dwelling.**Site Address:** 34 St Anns Crescent, Pembroke, SA71 4QA**Decision:** **Refused****22/0278/PA****Proposal:** Upgrade existing turkey shed to a new shed in existing position**Site Address:** Glan-y-Mor Farm, Bush Hill, Pembroke**Decision:** **Refused****24/0027/PA****Proposal:** Conversion of garden building for use as dog grooming salon (Live/work)**Site Address:** Maesaraul, Lower Lamphey Road, Pembroke, SA71 5NJ**Decision:** **Conditionally Approved****20/0498/PA****Proposal:** Proposed part demolition, restoration and reinstatement of building to form cottage**Site Address:** Cottage to the rear of 89 Main Street, Pembroke SA71 4DX**Decision:** **Refused****The above was noted by Council.****29. LICENSING****None received.****30. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT**

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

47	Core Highways (Regions) Ltd	Traffic lights for road closure Civic Service Parade	£1050.00
48	David Powell	Mileage 4 trips to Freshwater West	£23.40
49	Pembrokeshire County Council	General waste blue sacks, recycling agreement/duty of care	£344.50
50	Total Tech	Domain renewal for pembroketowncouncil.co.uk	£14.39
51	Total Tech	Broadband fibre and phone line rental monthly	£55.00
52	Cllr A Brinn, JP	Mileage Mayor's Allowance	£88.57
53	Cllr A Mortenson	Mayor's Allowance – refreshments after AGM meeting	£11.47
54	HMRC	TAX/NI	£2579.44

55	Carmarthenshire County Council	Pension	£2183.61
56	Richard Mason	3 bags of compost	£18.00
57	Wages	Week ending 13.5.24	£650.42
58	Wages	Week ending 6.5.24	£650.42
59	Amazon (Suzie)	Urinal screens deodorizer	£14.16
60	948 Squadron (Haverfordwest & St Davids) ATC	Mayor's allowance – Parade	£350.00
61	B Shilkt	Window cleaning	£20.00
62	Farm Foods	Coffee	£18.00
63	Bevan & Buckland LLP	Preparation of payroll for the year ended 5.4.24	£400.00
64	B&M	Stationery	£7.50
65	LBS	Hinge	£5.99
66	British Gas	Gas 2.4.24 – 1.5.24	£180.84
67	Kaylee White	Vinyl print and cut for Mayors' Board	£40.00
68	Viking Office UK Ltd	Cleaning materials	£112.18
69	Pembrokeshire County Council	Service Level Agreement 2023/24 for The Commons & the Green	£1282.00
70	Asda	Cleaning materials	£5.12
71	Malcolm Powell/Pembrokeshire County Council	The Common carpark fee for Classic Cars event	£50.00
72	Wages	Week ending 20.5.24	£650.02
73	Wages/Salaries	May	£4560.05
74	Zoom Video Communication	Video Communication 22.5.24 – 21.6.24	£12.99
75	GGT Thomas & Son Ltd	Service to 3 gas boilers	£367.50
76	Mrs S Jones	Dyslexia coloured A4 reading overlays	£12.49
77	Asda	Nozzle for hose pipe	£2.08
78	Richard Mason	10 bags of compost	£60.00
79	Amazon (Suzie)	Rope	£8.32
80	Amazon (Suzie)	Flags for D Day	£48.62
81	Farm Foods	Milk, coffee, teabags & sugar	£27.13
82	Wages	Week ending 3.6.24	£650.02
83	Amazon (Suzie)	Flag	£12.48
84	Cllr Gareth Jones	Town Crier's Union Jack waistcoat	£62.99
85	Audit Wales	Audit fees 2022/2023	£275.00
86	Halsted DIY Ltd	Plunger, drain unblocker & mask	£19.70
87	Jewson	Screws, paintbrushes, carbon monoxide alarm, broom	£73.33

Those marked * to be recovered

The above accounts were agreed unanimously.

31. UPDATE FROM COUNTY COUNCILLORS

County Councillor Grimes gave Council an update on his visit to Monkton with Chief Constable Dr Richard Lewis and various other organisations, who gave their concerns to him about anti-social behaviour and drugs and alcohol in the community and various other issues.

32. CORRESPONDENCE RECEIVED

None received.

33. MAYORAL APPOINTMENTS

15.5.24	Classic Cars Event	The Commons, Pembroke	5.00pm	Cllr Mortenson
19.5.24	Mayoral Civic Service	Pembroke Dock	11.00am	Cllr Mortenson
24.5.24	Mayoral Civic Service	Haverfordwest	11.00am	Cllr Mortenson
5.6.24	VC Gallery	Awards Ceremony	1.00pm	Cllr Mortenson
6.6.24	D Day 80 th Anniversary	Pembroke Castle	8.00pm	Cllr Mortenson
7.6.24	D Day 80 th Anniversary Dinner	Pembroke Town Hall	1.30pm	Cllr Mortenson
11.6.24	Hundleton WI Coffee Morning	Pembroke Town Hall	12.00 noon	Cllr Mortenson

34. AGENDA ITEMS

35. TO REVIEW & APPROVE THE INTERNAL AUDIT & THE ANNUAL RETURN & ANNUAL GOVERNANCE STATEMENT FOR AUDIT 2023/24 (TOWN CLERK)

The Clerk presented Council with a report from the Internal Auditor Mr Bernie Scourfield and the Governance Statement and Annual Return. Following a review and discussion it was resolved to accept & approve the internal report, along with the external audit for year ending 2023/24.

36. TO REVIEW APPLICATIONS FOR FINANCIAL ASSISTANCE

The following applications were considered for financial assistance

Pembroke Rugby Club – Community Coffee Morning
Kids Cancer Chairty
West Wales Wadoryu Karate
Pembrokeshire People First

Following a review of applications and a discussion taking place, it was resolved that Pembroke Rugby Club and West Wales Wadoryu be given a donation of £125.00 each.

37. TO DISCUSS & REVIEW LEASE OF NEW COMMUNITY GROWING AREA AT STATION ROAD

The Clerk informed Council of the Lease she had received from Pembrokeshire County Council, to take on the above growing area at Station Road. The Clerk stated there were a couple of amendments that needed to be made to the Lease as some of the clauses were not acceptable. The Clerk to arrange a meeting with those involved at Pembrokeshire County Council and report back to Council. It was also agreed that, once arrangements had been finalised, that those interested in having a Plot, would need to form Community Group to apply for funding etc.

38. TO DISCUSS SANTAS SLEIGH

The following correspondence has been received from Miss Helen Briskham a Trustee for Pennar Hall, Pembroke Dock

My name is Helen Briskham and I am treasurer and trustee for Pennar Hall.

Since the loss of the Lions doing the Santa runs during December we as a committee feel that our local children are missing out of having that excitement brought to their streets.

Us trustees are hoping that this year that we are able bring the magic back to the Pennar and Bufferland area

We were hoping that you would allow us to borrow Pembroke Towns sleigh for 3 consecutive nights in mid to late December?

We would, of course arrange all the insurance required

Look forward to hearing from you

Following a discussion, it was resolved that subject to the necessary insurance and risk assessments, and confirmation from Councillor Collins (as he donated the Sleigh) that permission be granted for the Pennar Hall Trustees to borrow the Sleigh.

39. TO REVIEW AND APPROVE ESTIMATES FOR RE-INSTATEMENT INSURANCE VALUATION COSTS

The Clerk presented Council with two quotations to have a re-instatement insurance valuation cost of the Town Hall Building. Following a discussion, it was resolved that they go ahead with Penfro Consultancy.

40. TO DISCUSS 20MPH SPEED LIMITS (COUNCILLORS NICHOLAS)

TO BE ADJOURNED UNTIL JULY MEETING

41. TO PURCHASE WREATHS TO LAY IN BERGEN (COUNCILLOR BRINN/TOWN CLERK)

The Clerk on behalf of Councillor Brinn put forward the following correspondence

Councillors, I would like to propose that Pembroke Town Council will purchase 3 wreaths to lay at the following places when I visit Bergen in July, on behalf of Pembroke Town Council
Bergen, Belson Obelisk Memorial

Anne & Margot Frank Memorial

And also as it's the 80th Anniversary to lay a wreath at the British Military Cemetery at Becklingen

Following a discussion, it was resolved for Pembroke Town Council to purchase the wreaths for Councillor Brinn to lay on his visit to Bergen.

**42. CONCERN OVER LACK OF MAINTENANCE CASTLE & MILL POND
(COUNCILLOR ASMAN)**

Councillor Asman informed Council that in her opinion, the state of the Ponds is always of great concern. Regarding the Castle Pond, the wildflowers have gone but the grass cutters are leaving the weeds, and the place looks terrible. I am also concerned about the abundant growth of ivy on the South Quay wall which adds to the overall impression of neglect. As for the Main Millpond, we are still awaiting a report back from Richard Staden about the incursions on the north bank by the householders and the cutting down of trees etc. Following a discussion, with suggestions of forming a working group the comments were noted and the Clerk to speak to the maintenance team of Pembrokeshire County Council.

43. TO DISCUSS ANNUAL MEMBERSHIP FOR SLCC (TOWN CLERK)

The Clerk enquired with Council as to whether she could re-new her membership with SLCC. Following a discussion, it was resolved that the Clerk to continue being a member of the SLCC.

Mayor