

## MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 3RD OCTOBER 2024

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### **Present Councillors:**

A Mortenson (Mayor), G Jones (Deputy Mayor – attended remotely)  
D Evans (attended remotely), C Collins, L Herring, J Grimes, L Jenkins, K  
Nicholas, A Cooke, L Asman, A Brinn, D Willington

### **In attendance:**

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

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Guest Speakers – Mrs Jan McDonald, Principal Regeneration Officer, Pembrokeshire County Council and External Consultants who gave a resume of the Smart Towns, and a Property Audit that would take place in the Main Street of empty and/or underutilised properties. The team introduced themselves and gave a resume of the consultation that would take place. Details would follow of another meeting that would talk specifically about Pembroke Town.

### **86. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST**

Apologies from Councillors R Blackburn, D Willcocks, and D Bush

### **87. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 5<sup>th</sup> SEPTEMBER 2024**

The Minutes of the 5<sup>th</sup> September 2024 were accepted as an accurate record.

### **88. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

A member of the public made observations and expressed his concerns over the Smart Town Consultation and process.

### **89. MATTERS ARISING FROM THE MINUTES (for information only) a) Community Growing Area – Station Road update**

The Clerk gave an update on the Community Growing Area. Most tenants had signed the lease, however the Clerk had not invoiced any monies as yet, as still waiting for the planning application to be completed and submitted and also the fixing of the external gate, with new padlock. Waiting to hear confirmation from Pembrokeshire County Council with regard to this.

## 90. PLANNING APPLICATIONS RECEIVED

### 24/0484/PA

**Proposal:** Erection of garden shed, gazebo, polytunnel and sitting shed in conjunction with existing allotments

**Site Address:** Field to the rear of 17 Grove Way, Pembroke

**Council would support the application.**

### 24/0594/PA

**Proposal:** Two storey rear extension.

**Site Address:** 30 Station Road, Pembroke, SA71 4AH

**Council would support the application.**

## 91. PLANNING APPLICATIONS DETERMINED

### 24/0446/PA

**Proposal:** Proposed refurbishment works and internal alterations. New openings to rear elevation with balcony over existing flat roof.

**Site Address:** Pembroke House, 15 Main Street, Pembroke, SA71 4JS

**Decision:** Conditionally Approved

### 24/0435/PA

**Proposal:** Single storey side and rear extension, new detached garage.

**Site Address:** 9, Golden Brake, Pembroke, Pembrokeshire, SA71 4BU

**Decision:** Conditionally Approved

The above was noted

## 92. LICENSING

None received.

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

174	Brian Jones (Electrical)	Christmas lights	£2000.00
175	Zoom Video Communication	Video communication	£12.99
176	Harries Planning Design Management	Prepare JCT minor works and inspect works 50% of £2500.00	£1807.50
177	Pembroke Castle Trust	Christmas market stall for Pembroke Museum	£141.67
178	Jewson	Metal paint, sanding blocks & paint	£70.71
179	Jewson	Discs, wood filler, gloves	£58.92
180	British Gas	Gas 2.6.24 – 1.7.24	£15.05
181	Infinity Document Solutions	Photocopies	£63.09
182	Infinity Document Solutions	Photocopies	£93.57
183	Wages	Week ending 9.9.24	£832.01
184	CEF	Challenger battery	£36.25
185	B Shilkt	Window cleaning (August & September)	£40.00

186	British Gas	Gas 2.7.24 – 1.8.24	£14.44
187	British Gas	Electricity 10.7.24 – 9.8.24	£161.26
188	Wages	Week ending 9.9.24	£832.01
189	Halsted DIY Ltd	Box of screws	£3.50
190	HMRC	TAX/NI	£1422.26
191	Viking Office UK Ltd	Bleach	£33.86
192	Halsted DIY Ltd	Paint brushes	£9.00
193	Viking Office Ltd	Stationery/cleaning materials	£75.16
194	Viking Office Ltd	Cleaning materials	£144.46
195	Wages	Week ending 16.9.24	£795.61
196	Kurys Construction LLP	Valuation No 1 roof repairs	£39,187.50
197	All White Now	Service wash, dry and iron tablecloths	£30.00
198	Infinity Document Solutions	Photocopies	£35.67
199	Total Tech	Phone line rental	£55.00
200	Westcoast Web Works	Website web works	£125.00
201	British Gas	Electricity 10.8.24 – 9.9.24	£229.00
202	DIY Supplies & Accessories	2 Fire Blankets	£9.95
203	Wages	Week ending 23.9.24	£3955.14
204	Blachere Illumination UK Ltd	Carriage	£580.00
205	Farmfoods	Sea salt and pepper grinders (11)	£17.38
206	B&M	Salt drum (2)	£2.19
207	Viking Office UK Ltd	Diaries	£12.93
208	Zoom Video Communication	Video Communication	£12.99
209	British Gas	Gas 2.8.24 – 1.9.24	£9.47
210	B Jones Electrical Contractor	Complete installation of stainless steel anchors	£4033.33
211	B Jones Electrical Contractor	Christmas lights	£1666.67

Set out below is the list of bills for payment and confirmation:  
Those marked \* to be recovered

**The above accounts were agreed unanimously.**

#### **94. UPDATE FROM COUNTY COUNCILLORS**

Update received in the form of Cllr Grimes' Newsletter. Councillor Phillips also sent a written report by email prior to the meeting.

#### **95. CORRESPONDENCE RECEIVED**

**None Received**

#### **96. MAYORAL APPOINTMENTS**

8.9.24	Picnic Prayer and Praise	Pembroke Castle	1.00pm	Cllr Mortenson
11.9.24	Neath Fair	Neath	4.30pm	Nobody available
19.9.24	AGM Scouts Pembs	Haverfordwest Cricket Club	7.00pm	Cllr Mortenson
22.9.24	St David's Civic Service	St David's Cathedral	11.00am	Cllr Mortenson

22.9.24	Iron Man/Commentator	Pembroke Town Hall	8.30am	Cllr Jones
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**97. AGENDA ITEMS**

**98. TO DISCUSS THE FORMATION OF A YOUTH ENGAGEMENT COMMITTEE (COUNCILLOR HERRING)**

**Councillor Herring proposed to Council the possibility of setting up a Youth Engagement Committee**

Rationale: A community-centric approach that actively engages with the local community/youth centres Foundry House, Tanyard, and Dezza's Cabin through the Committee and Council to promote a sense of pride, positive activities, and feeling of belonging. To lay the ground work for a marked reduction in youth anti-social behaviour.

Proposed Structure: One Councillor from each ward though, if Council agrees, two Councillors who represent Monkton as this ensured an odd number of Committee members and highlights that Monkton is the anti-social hotspot at present. Scope to also involve representatives of the three centres and invite any youth leaders to participate.

Mandate: To engage with younger citizens directly to better understand their needs and aspirations within the town and community. Report regularly to Council with realistic and actionable recommendations.

Expected outcomes: Empowering our younger citizens to contribute to their town and community in a positive and sustainable manner to foster an immeasurable sense of belonging from which a feeling of pride will shortly follow. Changing behaviours and outlooks away from anti-social behaviour through prevention and not necessarily enforcement.

Following a discussion, Councillors informed Councillor Herring that they were indeed already part of various local groups, such as Tanyard, Community Governors, Messy Church and the like. Councillor Jones asked for evidence to support his claim of increased anti-social behaviour in Pembroke. Councillor Herring to report back to Council at the next meeting.

**99. TO CONSIDER APPLICATIONS FOR FINANCIAL ASSISTANCE (TOWN CLERK)**

None received

**100. TO REVIEW AND APPROVE THE QUARTERLY BUDGET REVIEW (TOWN CLERK)**

The Clerk presented to Council a quarterly budget review. Following a review and discussion it was resolved to accept the quarterly budget review.

**101. TO REVIEW AND CONSIDER REPLY FROM MR MIKE CAVANAGH RE PEMBROKE LIBRARY.**

Following on from correspondence received from Mr Mike Cavanagh with regard to funding the library for another 5 years, council expressed their concerns raised over uncertainties which have not been addressed

Whilst sympathetic to Pembrokeshire County Council's position, and wishing the library to continue, Council raised concerns over committing to another £125,000 (5 years at £25K, after the current agreement to 2026) until further information is forthcoming.

In order to exercise due diligence, Council cannot commit at the present time without knowing confirmed opening times, expenditure (rent) and detailed costs etc as a whole to run the library, are put in place.

**Following a discussion, it was resolved for the Clerk to reply to Mr Cavanagh that Council appreciate that you are waiting for decisions to be made by Cabinet, (which will probably involve budget cuts). Once that information is decided and a more accurate budget can be predicted, Council will be in a better position to discuss future funding requirements.**

**102. TO DISCUSS REMEMBRANCE CONCERT AND VE DAY (COUNCILLOR BRINN)**

Councillor Brinn informed Council that after discussions it was decided to hold the Remembrance Concert in Monkton Priory Church as per last year. Tickets will be available to purchase from the Town Hall and also pay at the door. He enquired with Council to see if they would give a donation to the Church and Male Voice Choir, so all takings could be given to the Remembrance Poppy Appeal. Further to a discussion it was resolved that Council would offer the donations. Councillor Brinn also gave Council an update on the preparations he was making for VE day next year, and would come back to Council once confirmed.

Mayor .....

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