



Town Hall
Pembroke

28th November 2024

REPORT TO THE TOWN COUNCIL MEETING

THURSDAY 5th DECEMBER 2024 AT 6.30PM

Members of the public are welcome to attend the meeting of Pembroke Town Council at the Council Chamber, Town Hall, Pembroke or can also join the meeting by Hybrid by contacting the Town Clerk at enquiries@pembroketowncouncil.co.uk (48 hours prior to the meeting)

1. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST
2. TO SIGN AND CONFIRM THE ORDINARY MINUTES OF THE MEETING ON 7TH NOVEMBER 2024
3. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC
4. MATTERS ARISING FROM THE MINUTES (for information only)
 - a) Formation of a Youth Engagement Committee (Councillor Herring)
 - b) To discuss a detailed requirement of works to Council Chamber (Councillor Asman)

5. PLANNING APPLICATIONS RECEIVED

Proposal: Emergency Repairs

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

This is to inform you that the application for the above proposal has been withdrawn and our records updated accordingly.

6. PLANNING APPLICATIONS DETERMINED

Proposal: Discharge of Conditions 3 (Joinery details), 4 (Structural design) & 5 (Photographic Survey) of Listed Building Consent 22/0918/LB

Site Address: 8, Castle Terrace, Pembroke, Pembrokeshire, SA71 4LA

Decision: Part Refused, Part Approved

24/0516/PA**Proposal:** Relocation of existing Air Source Heat Pump within Residential Curtilage (Retrospective)**Site Address:** 22 Green Meadow Avenue**Decision:** **Conditionally Approved****24/0445/LB****Proposal:** Proposed refurbishment works and internal alterations**Site Address:** Pembroke House, 15 Main Street, Pembroke, SA71 4JS**Decision:** **Conditionally Approved****7. LICENSING**

None received.

8. ACCOUNTS FOR PAYMENT***Set out below is the list of bills for payment and confirmation:***

246	Modern Print & Design	12 months website hosting for Pembroke Town Trail	£366.00
247	Dyfed Alarms	Checking Intruder Alarm System & replacing 1 x 7Ah battery	£25.00
248	e-paycapita.com	Planning for Station Road Allotments	£230.00
249	HMRC	TAX/NI	£1,605.97
250	Blachere Illumination UK Ltd	Christmas lights	£5,888.40
251	Cllr Ann Mortenson	Travelling expenses – Mayor’s Allowance	£215.55
252	Pembroke & District Male Voice Choir	Remembrance Concert	£100.00
253	Mrs A D Phillips	Remembrance Concert	£100.00
254	B&M	Chocolate selection boxes	£357.00
255	Farmfoods	Coffee & sugar	£15.00
256	Carmarthenshire County Council	Pension	£1,866.91
257	Monkton Priory Church	Hiring Church for Remembrance Concert	£100.00
258	Wages	Week ending 11.11.24	£650.42
259	Total Tech	Broadband fibre and phone line rental monthly	£61.06
260	B Shilkt	Window cleaning	£20.00
261	Pembroke Town Council Twinning Committee (2024/25)	Twining	£1,000.00
262	Wages	Week ending 18.11.24	£1,006.83
263	Cllr Gareth Jones	Town Crier Allowance	£187.01
264	British Gas	Electricity 10.10.24 – 9.11.24	£371.71
265	Collins Bros	Delivery & installation for 2 Christmas trees in Main Street	£120.00
266	Rod Hay Painting & Decorating	Materials for painting the front of the Town Hall	£1,290.00
267	Rabart Decorators Merchants Ltd	Paint for Council Chamber & Parlour, & Passageway	£280.04

268	Wages	November	£4,136.12
269	Christine Beech	Repairs to Rudolph costume	£10.00
270	Zoom Video Communication	Video Communication	£12.99
271	Kurys Construction LLP	Building work carried out at the Town Hall	£24,729.75
272	Kurys Construction LLP	Building work carried out at the Town Hall	£24,729.75
273	Pembroke Hire Centre Ltd	Hiring scaffolding for work carried out in Council Chamber, Parlour and Rear Corridor	£50.00
274	Karl's Garden & Handyman Services	Painting of Council Chamber, Parlour and Rear Corridor	£1500.00
275	Jewson	Paint and ties	£50.04
276	Jewson	Bungee rack set & heavy duty weatherproof tarpaulin	£46.50

Those marked * to be recovered

9. COUNTY COUNCILLORS REPORT

10. CORRESPONDENCE RECEIVED

The following correspondence has been received from Marc Owen, Pembrokeshire County Council

Dear Pembroke Town Council,

I'm writing to you with an update on costs associated with Pembroke, Black Horse toilet from 1st April 2025 until 31st March 2026.

Previously you would have received correspondence from Katie Daly, I have now taken over the public convenience contract from Katie.

We have recently undertaken a contract review with our term contractor, Danfo, this has resulted in an increase in charges associated with the toilet contract.

The increased costs of utilities charges and a CPI uplift has also been added onto last year fees.

Charges for 2024 - £10,055.00

Charges for 2025 –

2024 Cost - £10,055.00

CPI uplift - £205.22

Increased Utility Charges - £217.53

Increased Contract changes - £438.60

Total charge for 1st April 2025 – 31st March 2026 will be - £10,916.35

I would be grateful if your council can confirm by the 20th December 2024 acceptance of these charges, invoices will be raised as per the attached agreement.

11. MAYORAL APPOINTMENTS

1.11.24	Remembrance Concert & Service	Monkton Church	7.30pm	Cllr Mortenson
9.11.24	Remembrance Concert & Service	VC Gallery, Pembroke Dock	10.00am	Cllr Mortenson
9.11.24	Remembrance	Pembroke Dock Military Cemetery	3.00pm	Cllr Mortenson
10.11.24	Remembrance Service	Pembroke	11.00am	Cllr Mortenson/ Cllr Jones
10.11.24	Remembrance Service	Pembroke Dock	3.00pm	Cllr Mortenson
10.11.24	Remembrance Service	Neyland	2.00pm	Cllr Jones
11.11.24	Remembrance Service	Freshwater West	11.00am	Cllr Mortenson/ Cllr Jones
23.11.24	Award Presentation	Haverfordwest High School	6.30pm	Cllr Mortenson
30.11.24	Lantern Parade	Foundry House, Pembroke		Cllr Mortenson/ Cllr Jones
13.12.24	Christmas Carol Service	St Mary's Church, Haverfordwest	6.30pm	Cllr Mortenson
23.12.24	Christmas visits	South Pembs Hospital and Care Homes in Pembroke		Cllr Mortenson

12. AGENDA ITEMS

- A)** To review and discuss the reply to Pembrokeshire County Council regarding the draft proposals of the Local Development Plan (Documents attached)
- B)** To discuss the above correspondence from Mr Marc Owen, Pembrokeshire County Council, regarding Blackhorse Toilets renewal agreement for 2025/26.
- C)** To discuss the correspondence regarding future funding of Pembroke Library from Mr Mike Cavanagh, Pembrokeshire County Council (see attached)
- D)** To review, discuss & approve the Precept proposals from the Finance Committee for the following financial year 2025/26 (Minutes Attached)
- E)** To discuss funding for a Concert put on by the Band of the Battalion of the Welsh Guards and Pembroke & District Male Voice Choir at Ysgol Harri Tudor (Councillor Brinn)
- F)** To review and consider Applications for Financial Assistance
- G)** To Consider and approve the Audit Completion for 2023/2024
- H)** To Consider Councils support for the development of the Statue Trail in Pembroke (Councillor Asman)
- I)** To discuss going forward with the Regeneration Committee (Councillor Asman)