

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 7th NOVEMBER 2024**

**Present
Councillors:**

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

In attendance:

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

103. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

Apologies from Councillors A Brinn, A Cooke, and D Bush. Declaration of interest from Councillor Mortenson (x 2)

104. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 3rd OCTOBER 2024

The Minutes of the 3rd October 2024 were accepted as an accurate record.

105. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

A member of the public made observations regarding the draft proposals of the Local Development Plan, which is currently under consultation.

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

a) FAIR UPDATE (TOWN CLERK)

The Clerk gave a resume of the setting up of the Fair, which went very smoothly this year. Observations were made regarding underage drinking of alcohol which apparently took place, and the Clerk to arrange a meeting with the Police to include the Street Pastors

b) PRECEPT MEETING (TOWN CLERK)

The Clerk informed Council that the Precept meeting would take place on Wednesday 20th November at 11am, and asked if all Councillors could attend.

c) REMEMBRANCE SERVICES (TOWN CLERK)

The Clerk reminded Council of all the Services which were taking place this weekend for Remembrance.

d) UPDATE SMART TOWN MEETING (COUNCILLOR MORTENSON/COUNCILLOR GRIMES/COUNCILLOR EVANS)

Councillor Mortenson and Councillor Grimes gave Council an update on the meetings attended for the consultation for the Smart Towns. Councillor Evans also informed Council of the engagement he has had regarding the empty properties in the Town, which is part of the same consultation. (See notes attached).

e) FORMATION OF A YOUTH ENGAGEMENT COMMITTEE (COUNCILLOR HERRING)

This was deferred to the December meeting.

f) LOCAL DEVELOPMENT PLAN CONSULTATION – COMMENTS FROM PTC

Following a discussion, it was resolved to consider this, following the Precept meeting on the 20th November.

107. PLANNING APPLICATIONS RECEIVED

24/0616/DC

Proposal: Discharge of Condition 5 (detail drawings of interfaces between historic and new structures) of LBC 23/0258/LB

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

24/0445/LB

Proposal: Proposed refurbishments works and internal alterations

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

Council would support the application

24/0612/PA

Proposal: Demolition and replacement of rear extension

Site Address: 23 Merlins Cross, Lower Lamphey Road, Pembroke

Council would support the application

24/0586/PA

Proposal: Part change of use of ground floor and lower floor from 9 holiday lets to 9 flats

Site Address: 6-10 Main Street, Pembroke

Council would support the application

24/0668/PA

Proposal: 2 Storey extension to create annex

Site Address: 2 Ashleigh Gardens, Pembroke, SA71 4AR

Council would support the application

108. PLANNING APPLICATIONS DETERMINED

24/0429/PA

Proposal: Demolition of existing conservatory and construction of single storey workshop

Site Address: The Diary, Golden Lane, Pembroke, SA71 4PR

Decision: Conditionally Approved

The above was noted

109. LICENSING

None received.

110. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

211a	HMRC	TAX/NI	£1216.94
212	Aquaclear Water Management	8 days work at Pembroke Mill Pond to remove Acquatic	£6000.00
213	One Retail Group Ltd	First Aid Kit Bag	£28.32
214	Wisebuys	Flowers	£7.98
215	Wages	Week ending 7.10.24	£804.62
216	Lidl	Gift for retired Mace Bearer	£17.99
217	Farmfoods	Milk	£18.97
218	C Beech	Repair undertaken on Mace Bearer's Hat	£15.00
219	Jewson	Defiance Dispenser Barrier Tape	£12.89
220	Home Bargains	Coffee/Tea	£15.69
221	Morrisons	YAH Food for Harvest Dinner	£75.00
222	Total Tech	Phone line rental	£57.54
223	Asda	Refreshments for St Michaelmas Reception (to be reclaimed by Showmen's Guild)	£119.93
224	Wages	Week ending 14.10.24	£650.42
225	Modern Print & Design	Website hosting/domain for Pembroke Museum website	£333.00
226	Samba Doc	St Michaelmas Fair Parade	£325.00
227	U-Cook Globa	Microwave Dish Covers	£28.48
228	B Shilkt	Window Cleaning	£20.00
229	British Gas	Gas 2.9.24 – 1.10.24	£19.63
230	British Gas	Electricity 10.9.24 – 9.10.24	£383.99
231	Infinity Document Solutions	Photocopies	£37.65
232	B&M	Chocolate selection boxes	£357.00
233	Salaries	October	£3699.18
234	Ocon Fire & Security Ltd	Servicing component of contract	£65.00
235	Carmarthenshire County Council	Pension September	£1887.83
236	Suzie Thomas	Travelling expenses visit to Christmas Tree Farm	£33.30
237	Zoom Video Communication	Video Communication	£12.99
238	David Powell	Fire and surround	£40.00
239	Wages	Week ending 28.10.24	£650.62
240	Cllr Ann Mortenson	Mayor's Allowance Donation to Lantern Parade	£200.00
241	Aldi Stores	Biscuits for school children's visit	£1.59
242	Cllr Ann Mortenson	10 large plates with imprints and special message	£150.00
243	BBC Licensing	TV Licence	£169.50
244	Total Tec	Onsite support & hardware	£104.98
245	Pembroke Dock Town Council	2 poppy wreaths	£50.00

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

Those marked * to be recovered

The above accounts were agreed unanimously.

111. UPDATE FROM COUNTY COUNCILLORS

Councillor Phillips sent a written report by email prior to the meeting.

112. CORRESPONDENCE RECEIVED

The following correspondence has been received from Mr Edward Harries Mayor, Town Clerk, Staff and members of Pembroke Town Council.

I wish to express my thanks to you all for your kind words and gifts to me and my wife upon my relinquishing my role as Mace Bearer to the Town Council.

Yours sincerely, Edward

The above was noted

Following correspondence was received from members of the public who attended the Harvest Dinner, for the Young at Heart.

A huge thank you to everyone at the Town Hall for a delicious Harvest Dinner. It was very much appreciated. You all worked so hard and deserve a big pat on the back. Well done everyone involved. Angela R, Pat H, Angela H, Kathryn J, Geraldine & Carl S.

The above was noted

The following correspondence has been received from Mrs Rhian Cowen, Pembroke Town Teams

Dear Pembroke Town Council,

As you may already be aware, we are pushing ahead with plans for the Pembroke Lantern Parade.

We wondered if the Pembroke Town Council would be interested in making a contribution towards the event so that we can provide some free or subsidised places on lantern making workshops. It costs us around £10 per lantern and we are expecting around 250-300 lanterns to be made. We will be charging a very small fee per child as we don't want to discriminate against larger families or children living in poverty. We will also be providing free hot food for all children attending workshops.

If any Town Councillors would like to volunteer to help us with lantern workshops, you would be most welcome. The dates are November 16th, November 23rd and 24th.

Councillor Mortenson informed Council that she had given a donation of £200.00 towards materials for the Lantern Parade, from her Mayoral Allowance.

The Clerk read out further correspondence which had been received from Mr M Davies of Monkton Priory Church

Monkton Priory Church is staging a Christmas Tree Festival which will be open to the public between 8th December and 15th December 2024. The festival is a community event encouraging the use of reusable or environmentally friendly materials the festival comprises of three entry classes (a) Schools & Youth Groups (b) Adults (c) Children. The theme of the festival being "A Christmas Carol"

The festival will open at 6pm Sunday 8th December with a concert by the Quaynotes choir and will conclude with the church annual carol service 4pm Sunday 15th December.

It is requested Pembroke Town Council kindly considers granting Monkton Priory Church funding of £250 to assist in the cost of organising of this event.

Following a discussion, it was resolved that the Council would donate £200 towards this event, however, due to donations applications not being considered until the December meeting, the Clerk to write to Mr Davies to inform him that this can be paid after the next December meeting which will take place on the 5th December.

113. MAYORAL APPOINTMENTS

2.10.24	Official opening Ceremony of Portfield Fair	Haverfordwest	6.00pm	Cllr Mortenson
6.10.24	Gild of Freeman	St Martin's Church, Haverfordwest	11.00am	Cllr Mortenson unable to attend
7.10.24	Pembroke Messy Church	Town Hall	2.00pm	Cllr Mortenson
13.10.24	Civic Harvest Service/ Lunch	Pembroke Dock	11.00am	Cllr Mortenson
19.10.24	Investiture & Priory Visitation	St David's Cathedral	2.00pm	Cllr Mortenson
20.10.24	Sankey Hymns	Tabernacle Church, Pembroke	7.00pm	Cllr Mortenson
24.10.24	Monkton School children	Town Hall, Pembroke	1.00pm	Cllr Mortenson

The above was noted.

114. AGENDA ITEMS

115. TO REVIEW AND DISCUSS THE EMERGENCY PLAN AND THE PURCHASE OF AN EVACUATION CHAIR (COUNCILLOR JONES)

Further to a previous meeting, Council went through the emergency plan which Councillor Jones and Councillors Evans prepared. Following a discussion it was resolved to accept the Plan. Council then discussed the possibility of purchasing an emergency evacuation chair, and Councillor Jones, presented quotations to Council. Following further discussion, it was resolved that they purchase an evacuation chair and put the necessary training in place up to the value of £2000 to include the Museum volunteers and Staff.

116. TO INVESTIGATE THE POSSIBILITY OF GRANT FUNDING FOR THE COUNCIL CHAMBER (COUNCILLOR ASMAN)

Council Asman informed Council, that she is in the process of getting funding to produce a short film for the Pembroke Museum, and also some colouring books for children who visit the Museum. Whilst looking at this funding she mentioned that there is a possibility of looking for funding for the Council Chamber, to bring it back to its former glory, and would Council be interested in her making tentative enquiries.

Following a discussion it was resolved that Council Asman prepare “her version” of what she would like to see in the Chamber and bring it back to Council to discuss.

117. TO DISCUSS STORAGE FOR STATUE MOULDS (TOWN CLERK)

The Clerk informed Council that she had been talking to Mrs Harriet Aldermen (Artist) who sculptured the Statues, who is currently moving premises. She has the moulds for the statues in situ at her current premises and mentioned that she has no room to store them in her new premises. To put them into storage would cost around 100 per month, so following a discussion it was resolved that the moulds were no longer needed.

118. TO REVIEW & APPOINT INTERNAL PAINTING TENDERS (TOWN CLERK)

The Clerk had previously mentioned to Council that she would have to hire a contractor to paint the Chamber, Parlour and the external Passageway, to refresh after the roof work has been completed. The Clerk presented two quotes to Council (could not get 3), and further to a discussion taking place, it was resolved to accept the cheaper quotation.

Mayor

