

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 16TH JANUARY 2025**

Present:

Councillors:

A Mortenson (Mayor), G Jones (Deputy Mayor)
D Evans, L Herring, D Bush, L Asman,
R Blackburn, L Jenkins, D Willcocks, J Grimes and D Willington

In attendance:

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

139. APOLOGIES FOR ABSENCE/ DECLARATIONS OF INTEREST

Apologies received from Councillor Clive Collins, K Nicholas, A Brinn, and Councillor Cooke. Councillor Bush gave apologies that she would be arriving late.

140. QUESTION & ANSWER SESSION WITH MEMBERS OF THE PUBLIC (MAX 10 MINS)

None present, however, Mrs Lyn Edwards, informed Council that the Street Pastors of Pembroke, have instigated that at least two of their members (being the first in the Street Pastors country wide) to be able to communicate through British Sign Language, and encouraged Councilors to learn this vital skill, which you can do online, and suggested they look at "Commanding Hands" on YouTube.

141. TO SIGN AND CONFIRM THE MINUTES OF THE ORDINARY MEETING OF THURSDAY 5th DECEMBER 2024

The Minutes of the 5th December 2024 were accepted as an accurate record.

142. MATTERS ARISING FROM THE MINUTES (FOR INFORMATION ONLY)

a) Donation Policy (Min 135)

Following on from the previous meeting, Councillor Evans and Councillor Jones, indicated that the wording in the Donation Policy was not clear for giving donations to individuals. Following a discussion, it was resolved that the word "normally" be removed, so making it clear that donations would not be awarded to individuals.

b) Blackhorse Toilets (Min 131)

The Clerk informed Council that following on from the previous meeting, she had arranged a meeting with Mr Marc Owen, to discuss the policy of the Blackhorse Toilets. Councillor Jones and Councillor Grimes to attend the meeting on 22nd January at 2.30pm with the Clerk.

c) Concert of Pembroke Male Voice Choir & Welsh Guards (Min 134)

The Clerk, (as Councillor Brinn was absent), asked for volunteers to help with the Concert at Ysgol Harri School. Following a discussion, Councillor Jones, Grimes and Willcocks offered to help the Council staff on the night.

d) To arrange a date for the Regeneration Committee (Min 138)

Councillor Asman suggested to Council that a date be put in the diary, to hold a Regeneration Committee meeting, due to the good news from Pembrokeshire County Council, that the LUF funding would be going ahead in Pembroke. Following a discussion, it was resolved to go for the date of 19th March 2025 at 10.00am and the Clerk to send out reminders nearer the date.

The Clerk also announced to Council that she was delighted to inform them that Pembroke Museum has been awarded full accreditation status by the Welsh Government. To qualify for the award, museums must meet standards on how they are managed, on the services they offer and how they manage their collections.

Council thanked Councillor Linda Asman and expressed their thanks to all the volunteers for their hard work in achieving this.

143. PLANNING APPLICATIONS RECEIVED

24/0752/PA

Proposal: Change of use of land from Local Authority play area to 20 allotments, (partly in retrospect)

Site Address: Field to rear of Station Road, Rear of Station Road, Pembroke

This is Town Councils application, so did not comment.

24/0866/PA

Proposal: Demolition and replacement of rear extension. Erection of porch

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

Council would support the application

24/0906/PA

Proposal: Residential development of 50 dwellings, including associated roads and external works

Site Address: Land North of Gibbs Way, Pembroke, SA71 5JA

Council would support the application

24/0846/PA

Proposal: Rear single storey extension

Site Address: 23 St Anns Crescent, Pembroke, SA71 4QD

Council would support the application

24/0836/PA

Proposal: Demolition of No.6 Castle Terrace, and partial demolition/rebuild & extension of No. 4 and 5 Castle Terrace, to provide new visitor centre, community hub, library and cafe with associated access and landscaping works (amendment to planning permission 20/0304/PA)

Site Address: No. 4 - 6, Castle Terrace and land fronting Northgate Street, Pembroke, SA71 4LA

Council would support the application

144. PLANNING APPLICATIONS DETERMINED

24/0668/PA

Proposal: 2 Storey extension to create annex

Site Address: 2 Ashleigh Gardens, Pembroke

Decision: Conditionally Approved

24/0644/DC

Proposal: Discharge of condition 3 (surface water) of planning permission 24/0368/PA (Alterations and extension)

Site Address: 24 Gatehouse View, Pembroke

Decision: Conditionally Approved

The above was noted by Council

145. LICENSING
None received

146. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

277	Duplicate		
278	Wages	Week ending 25.11.24	£774.74
279	Wages	Week ending 2.12.24	£660.62
280	Infinity Document Solutions	Photocopies	£52.16
281	HMRC	TAX/NI	£1814.28
282	Carmarthenshire County Council	November Pension	
283	Halsted DIY Ltd	Paint brushes	£1.90
284	Wages	Week ending 9.12.24	£600.62
285	Tesco (Cllr A Brinn)	Chocolate Gift Box Henry Tudor School	£6.50
286	Home Bargains	Batteries	£1.99
287	Farmfoods	Milk	£8.99
288	Touring Pantos	Aladdin Pantomime 4.1.25 Deposit already paid	£895.00
289	Pembrokeshire Coast National Park Authority	Coast to Coast Advertisement for the Museum	£107.50
290	Harries Planning Design Management	Inspect work final 50% and prepare final account	£2250.00
291	B Jones Electrical Contractor	Erection of festive lighting and inspection and testing	£6885.00
292	Total Tech	Phone line rental	£59.04
293	British Gas	Gas period 2.11.24 – 1.12.24	£307.20
294	Monkton Priory Church	Donation	£200.00
295	Autodromo Ltd	Skip hire for William Marshal and Henry VII moulds	£368.00
296	DLW Landscaping	Supply & deliver 2 Christmas trees	£500.00
297	S Quinn	Donation from the Mayor	£100.00
298	Wages	Week ending 16.12.24	£660.42
299	Home Bargains	Cleaning materials	£6.22
300	Lidl	Milk	£15.39
301	PI Scaffolding Ltd *	Supply & erect scaffolding to the front of the building	£1420.00
302	Karl's Garden & Handyman Services*	Fix and rehang gates & bolt 2 new bolts	£240.00
303	Keisha	River Rally Face Painter	£225.00
304	Infinity Document Solutions	Photocopies	£53.26

305	Neil Thomas	Sleigh Run	£150.00
306	Dyfed Alarms	Engineer call out/equipment	£57.00
307	1000flagsuk	VE Day Victory in Europe 80 th Anniversary Flag	£9.99
308	Aldi Store	4 boxes of chocolates	£17.96
309	Jewson	Padlock, fence post & screws	£154.46
310	Jewson	Raw plug	£34.45
311	Jewson	Raptor pad bolts	£5.29
312	British Gas	Electricity for period 10.11.24 – 9.12.24	£318.55

Those marked * to be recovered.

It was proposed by Councillor Jones and seconded by Councillor Blackburn that the above schedule of payments were approved for payment. All voted in favour.

147. COUNTY COUNCILLORS REPORT

None received this month

148. CORRESPONDENCE RECEIVED

The following correspondence has been received from Pennar Hall Committee

Dear Suzie

I would just like to say a great big thank you to you all at Pembroke Town Council and your Town Councillors for letting us use your wonderful sleigh. Sadly due to weather we couldn't do two out of the three nights but we had an amazing last night and managed to complete both Pennar and Bufferland. It really was a magical evening which would not have been possible without your help.

I will speak to the rest of the committee at our January meeting but don't be surprised if we ask to do the same next year.

Wishing you all a great Christmas and a very Happy 2025.

The above was noted, by Council

149. MAYORAL APPOINTMENTS

No appointments so far this month

150. AGENDA ITEMS

151. TO DISCUSS CHRISTMAS ARRANGEMENTS (TOWN CLERK)

The Clerk gave Council a review of the Christmas arrangements that took place last month. She enquired with Council could she re-book the Pantomime for next year to

secure the date, at a cost of £1000.00. Following a discussion it was resolved to book the Pantomime for January 2026.

She also received comments back regarding Santas Sleigh visit, that the children could not personally give their letters to father Christmas, and the Sleigh did not stop for the children to engage. She suggested that we could perhaps arrange something different for next year, having Santa arrive on his Sleigh outside the Town Hall and allowing everyone into the Hall, to a grotto, to meet Santa. We could provide free coffee/tea mince pies etc, and give out selection boxes to the children. Following a discussion, it was resolved to try this for 2025.

152. TO DISCUSS THE PURCHASE OF NEW WINDOWS TO THE FRONT OF TOWN HALL

The Clerk informed Council of the two estimates that they had received back for the replacement windows to the upper floor of the Town Hall. However, she was still waiting to hear back from another Company, who would receive the quotation by Monday. **Following a discussion, it was resolved for the Clerk to send out the remaining quotation by email, and the decision to be made by return of email.**

153. DATES FOR COUNCIL MEETINGS AND EVENTS FOR THE FOLLOWING YEAR

The Clerk provided a list of forthcoming Council meetings for the ensuing year, and a list of events. **Following a discussion it was resolved to accept the dates put forward, with the preferred date for the River Rally on the 5th July.**

154. TO REVIEW & ADOPT FINANCIAL REGULATIONS FOR 2025/26

The Clerk provided the Financial Regulations to be reviewed. Councillor Evans informed Council, that as previously resolved by Council that PAYE, Salaries etc were now being done by an external body, and this to be added to the Regulations under point 7. He also proposed that the wording (point 18) Revision of Financial Regulations, be changed from "time to time" to every two years. Councillor Jones, counter-proposed an amendment to the proposal that the date of review should be added. **Following the proposal and seconded by Councillor Evans, a vote took place, with all in favour.**

155. TO REVIEW & DISCUSS FINANCIAL COSTINGS FOR STRUCTURAL ENGINEERING REPORT FOR THE PROPOSED STATUES (CLLR ASMAN)

Councillor Asman informed Council that to go forward with the Statues, a Geotechnical report is required on the ground in question and then a structural engineering report for the plinths, and then a planning application. Councillor Asman proposed to Council, that the cost of these reports be taken from Reserves of Town Council. The Clerk said she had managed to get rough estimates, and would be looking around £2000 for each report, but stressed that these were only rough estimates. **Following a discussion taking place and seconded by Councillor Blackburn a vote took place with 8 in favour, 1 against and 2 abstentions.**

156. TO REVIEW LETTING CHARGES FOR PEMBROKE TOWN HALL FOR NEW FINANCIAL YEAR (CLLR JONES)

Councillor Jones informed Council that due to the increase of costs in energy and National Insurance etc, the cost of the letting charges should be reviewed. **Following a review and discussion it was resolved to increase the charges by 50 pence per hour, equating to approximately 3.7%.**

..... **Mayor**

