



Town Hall  
Pembroke

6<sup>th</sup> February 2025

## REPORT TO THE TOWN COUNCIL MEETING

THURSDAY 13<sup>th</sup> FEBRUARY 2025 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](mailto: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 16<sup>TH</sup> JANUARY 2025
3. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC
4. MATTERS ARISING FROM THE MINUTES (for information only)
  - a) Dates for the Diary (River Rally date change) (Min 132)
  - b) Blackhorse Toilets, update from Meeting with Mr M Owen (Min 131)
  - c) Windows front of Town Hall (Update)
  - d) To review the meeting that took place on Thursday 30<sup>th</sup> January of the Pembrokeshire Development Portfolios study

### 5. PLANNING APPLICATIONS RECEIVED

**24/0868/PA**

**Proposal:** Change of use of existing shop to A3 Class

**Site Address:** Eastgate Gallery, 132 Main Street, Pembroke, Pembrokeshire, SA71 4HN

### 6. PLANNING APPLICATIONS DETERMINED

**24/0866/PA**

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

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

**Decision:** Conditionally Approved

**21/0990/PA****Proposal:** Proposed two storey dwelling**Site Address:** Site to the rear of St Ronans, 117 Main Street, Pembroke, SA71 4DB**Decision:** Conditionally Approved**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, Pembroke**Decision:** Approved subject to Conditions**7. LICENSING**

None received.

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

313	HMRC	TAX/NI	£1352.41
314	Farmfoods	Coffee, Milk & Tea	£27.98
315	Viking Office UK Ltd	Office Chair	£109.00
316	Viking Office UK Ltd	Diaries	£6.94
317	Viking Office UK Ltd	Cleaning materials	£60.37
318	Welsh Water	Period 11.6.24 – 2.1.25	£251.90
319	Home Bargains	Cleaning materials	£5.13
320	Carmarthenshire County Council	Pension December	£1823.69
321	B Jones Electrical Contractor	Dismantling festive lighting scheme	£5035.00
322	Zoom Video Communication	Video Communication	£12.99
323	PDK Charnwood Ltd	3 charity money collection buckets with lids	£18.23
324	Audit Wales	2023/2024 Audit Fees	£200.00
325	Jewson	Drum cable reel & discs (part payment, rest paid 16.8.24)	£13.66
326	Jewson	Gripper lamp	£29.54
327	Just Great Design & Print Solutions	1000 Millpond Explorers leaflets & 1000 Castle & Millpond Walk leaflets	£250.00
328	Cartridge Save	2 blue ink cartridges	£26.06
329	Pembrokeshire Fire & Safety Ltd	Annual inspection of fire extinguishers	£70.00
330	Pembroke Packaging & Print Ltd	A3 blue photocopying paper & A4 photocopying paper	£69.23
331	Total Tech	Phone line rental	£55.00
332	Pembroke Packaging	Stationery & file folders	£19.99
333	Viking Office UK Ltd	Jumbo toilet rolls & stationery	£80.00

334	Wages	Week ending 20.1.25	£660.42
335	Infinity Document Solutions	Photocopies	£17.36
336	Salaries	January	£3297.41
337	Home Bargains	Cleaning materials	£12.98
338	Wages	Week ending 27.1.25	£660.42
339	Zoom Video Communication	Video Communication	£12.99
340	Mainstreet Music	Microphone Stand	£29.99
341	Rod Hay Painting & Decorating	Exterior painting work carried out at the Town Hall (minus deposit)	£1580.00
342	Home Bargains	Bin liners	£1.65
343	Rank Retail	Milk	£1.50
344	Hillarys Blinds	5 Roller Blinds for the Council Chamber	£697.00
345	British Gas	Electricity 10.12.24 – 9.1.25	£328.37
346	Nextday Paint	2 x Dulux Primer & Undercoat for Walls 5 litres	£60.61
347	Carmarthenshire County Council	January - Pension	£1596.99
348	Wages	Week ending 3.2.25	£660.62
349	Salaries	January	£3297.41
350	Richard Mason	Remove & dispose of 2 Christmas trees	£120.00

Those marked \* to be recovered

## **9. COUNTY COUNCILLORS REPORT**

## **10. CORRESPONDENCE RECEIVED**

**The following correspondence has been received**

### **The Mayor of Pembroke**

Thank you so much for your very kind donation of £100, which has gone towards my travel expenses. I am really enjoying doing Jack and The Beanstalk in Swansea Grand. It has been a very long three/four weeks, but I wouldn't have it any other way.

Thanks Again, Scarlett

## **11. MAYORAL APPOINTMENTS**

**No appointments so far this month**

## 12. AGENDA ITEMS

- a) The election of Mayor Elect for the year 2025/26
- b) The Election of Deputy Mayor Elect for the year 2025/26
- c) To review the purchase of new chairs for Main Hall, in conjunction with Pembroke Young at Heart (Councillor Jones)
- d) To review meetings for the Finance Committee (Councillor Evans)
- e) To discuss the library opening times and discuss possible reduction in hours as proposed by Pembrokeshire County Council (Councillor Jones)
- f) To appoint internal auditor for 2024/25 (Town Clerk)