

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 5<sup>th</sup> SEPTEMBER 2024**

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**Present**

**Councillors:**

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

**In attendance:**

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

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**65. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST**

Apologies from Councillors Nicholas, Cooke, Willington, Asman and Brinn. Declaration of Interest from Councillor Jenkins.

**66. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 11<sup>th</sup> JULY 2024**

The Minutes of the 11<sup>th</sup> July 2024 were accepted as an accurate record.

Cllr Bush noted that she did give apologies for absence prior to the meeting.

**67. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

No questions from the public.

**68. MATTERS ARISING FROM THE MINUTES (for information only)**

- a) Town Clerk gave an update on the plots at Station Road, Pembroke. Funding has been secured by Pembrokeshire County Council for the clearing of the area and the plots will not be marked out without sleepers due to the cost, but will be sprayed on. The ground preparation should be underway by mid-September. The Clerk will be attending another meeting to finalise the details. The lease for the Station Road plots has been signed by the Town Clerk.
- b) The Clerk gave an overview of the reception of the River Rally. The event was received well and had a good level of engagement from the public. With the overall spending being well under budget. The model has been set for next year in light of the space constraints from the construction work being done on the South Quay. Cllr Blackburn made comment about the reporting on the event from the Western Telegraph and the lack of credit for Pembroke. Instead, the event was framed as a Pembroke Dock event. The Town Clerk will write a letter of complaint to the paper.

- c) Councillor Brinn's update on his Bergen trip was received by all Councillors prior to the meeting.

## 69. PLANNING APPLICATIONS RECEIVED

24/0435/PA

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

**Site address:** 9 Golden Brake, Pembroke, SA71 4BU

**Council would support the application.**

24/0432/PA

**Proposal:** Retrospective full planning application for new mechanical workshop and placing of solar panels on the roof.

**Site address:** Caravan Quoits Mill Ponds, Hundleton, Pembroke, SA71 5QP

Cllr's Collins and Jenkins declared an interest in this application.

**Council Objected the application due to the environmental concerns caused by potential pollutants being discharged into the pond.**

24/0368/PA

**Proposal:** Alterations and extension

**Site address:** 24 Gatehouse View, Pembroke, SA71 4TQ

**Council would support the application.**

24/0478/PA

**Proposal:** Construction of new outbuilding in rear garden to create a summer house/home office (retrospective)

**Site address:** 2 The Chardist, Pembroke, SA71 4BY

**Objections due to the destruction of the wildlife corridor on the bank of the Mill Pond. Cllr Jenkins referenced a letter of complaint from the Civic trust which outlined their concerns over the destruction of the ecology and the disruption to the 15m exclusion zone protecting the Mill Pond.**

**Cllr Asman submitted objections at the previous planning meeting and submitted photographic evidence of the destruction of the wildlife corridor.**

24/0429/PA

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

**Site address:** The Dairy, Golden Lane, Pembroke, SA71 4PR

**Council would support the application**

## 70. PLANNING APPLICATIONS DETERMINED

24/02717/HG

**Proposal:** Hedge Removal

**Site Address:** OS No.9668 – 9477, Lower Lamphay Road, Pembroke, SA71 5NJ

**Decision:** Refused

**The Above was noted**

## 71. LICENSING

None received.

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

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

120	B Shilkt	Window cleaning	£20.00
121	Wages	Week ending 8.7.24	£842.62
122	Wages	Week ending 15.7.24	£842.62
123	Martin Cavaney photography	Town Council Group Photo	£50.00
124	HMRC	TAX/NI	£1,230.45
125	Viking Office UK Ltd	Cleaning materials	£40.52
126	GGT Thomas & Sons Ltd	Sensor calibration re-programmed boiler	£145.00
127	Farmfoods	Coffee, sugar, milk	£20.27
128	Total Tech	Phone line rental	£55.00
129	Farmfoods	Refreshments for Civic Awards	£8.54
130	Penfro Consultancy	Visit site and prepare a reinstatement cost estimate in respect of the Town Hall building	£1,495.00
131	My History	Spring back binders for Minutes	£83.14
132	Amazon (Suzie)	River Rally prizes	£221.13
133	My History	Spring back Binders for Minutes	£135.23
134	Salaries/Wages	Week ending 22.7.24	£4130.88
135	RentAMascot	Jake Pirate for River Rally	£123.97
136	Infinity Document Solutions	Photocopies	£40.86
137	Amazon (Suzie)	Ronseal ultimate protection decking teak Oil 5L	£34.07
138	Wages	Week ending 29.7.24	£934.81
139	Wages	Week ending 5.8.24	£832.01
140	Jewson	Ronseal performance wood repair	£19.14
141	Halsted DIY Ltd	Repair and Maintenance products	£25.20
142	Tesco	Prizes for River Rally	£7.50

143	Screwfix	Door Closure	£12.24
144	B&M	Prizes for River Rally	£25.99
145	Post Office	Prizes for River Rally	£20.00
146	Martin Cavaney Photography	A4 Colour Photograph	£18.00
147	British Gas	Electricity 10.6.24 – 9.7.24	£108.58
148	Zoom Video Communication	21.8.24	£12.99
149	Pembrokeshire Fire & Safety Ltd	Attend to call + 2 CO2 Fire Extinguishers	£58.50
150	The Green Stationery Co	Watermarked Letter Paper A4 Ivory	£32.70
151	Harries Planning Design Management	Survey of flat roof area	£4000.00
152	Zurich Insurance	Building insurance	£75.04
153	Mid and West Wales Fire and Rescue Service	Donation from the Mayor	£50.00
154	Aldi Stores	Cleaning materials	£4.95
155	Tesco	Kettle	£20.00
156	Total Tech	Phone line rental	£55.00
157	David Hitchcott	River Rally entertainer	£250.00
158	Infinity Document Solutions	Photocopies	£72.21
159	HMRC	Tax/NI	£1518.02
160	Carmarthenshire County Council	Pension July	£1995.77
161	Wages	Week ending 12.8.24	£832.21
162	Wages	Week ending 19.8.24	£832.01
163	Farm Foods	Milk, teabags and coffee	£21.48
164	B&M	Cable ties and gloves	£8.98
165	Nestrend Ltd	Gazebo	£83.32
166	DGI UK Group Ltd	Weights for gazebo	£18.74
167	Jewson	Drum cable reel & discs	£48.26
168	Suzie Thomas	Prizes for River Rally	£5.00
169	David Powell	Prizes for River Rally	£20.00

170	Wales Audit Office	Audit of Accounts 2018/19	£302.75
171	Neil Thomas	Compere River Rally	£300.00
172	West Wales Maritime Heritage	Flotilla for River Rally	£630.00
173	M&G Energy	Mop handles	£29.97

Those marked \* to be recovered

**The above accounts were agreed unanimously.**

### **73. UPDATE FROM COUNTY COUNCILLORS**

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

### **74. CORRESPONDENCE RECEIVED**

The following correspondence has been received from Mr Ian Martin, Secretary of Pembroke RFC:

On behalf of the Management Committee and members of Pembroke RFC Ltd, please convey our grateful thanks to Pembroke Town Council for their donation of £125, the receipt for the same is enclosed.

This donation is much appreciated and will be used to enhance our efforts towards further community involvement by the club. We currently have a community coffee morning which takes place on Thursday mornings from 10 till 12. This is proving very successful in bringing people together, with them enjoying the company while chatting and having some tea or coffee and biscuits and cakes. On behalf of the club, I cordially invite you and members of the Town Council to come and join us for a tea or coffee and have a chat with our guests.

The following correspondence has been received from Ms Meinir Williams, Senior Governors Support Officer:

#### ***Re: Governing body of Ysgol Bro Penfro***

We write to inform you that a nomination will be required for the arising position of Additional Community Governor on the new Governing Body of Ysgol Bro Penfro early in the Autumn term.

Anyone wishing to be considered will be considered along with any others received at the next full Governing Body meeting due to take place on 5<sup>th</sup> November 2024. However, if your nomination is the only one received, the nominee will be appointed as Additional Community governor at the earliest opportunity, following consultation with the Headteacher/ Chair of Governors.

Information on the governor role can be found on the Pembrokeshire County Council website link: - <https://www.pembrokeshire.gov.uk/school-governors>

Thank you for your attention to this matter.

The following correspondence has been received from Hywel Dda University Health Board:

Launching 'My Health, My Choice' Primary Care and Community Services engagement Hywel Dda University Health Board (UHB) will be holding events across Carmarthenshire, Ceredigion and Pembrokeshire this September (2024) to let people AND Community-based healthcare services, and to collect views and ideas for the future.

The 'My Health, My Choice' engagement exercise will include showcase events in different locations and online, with web pages to provide more information.

Our shared vision is to provide safe, sustainable, and accessible health and care services as close to your home as possible, in line with our Healthier Mid and West Wales Strategy. We believe that by engaging with our communities directly, we can better understand your needs and preferences and try to ensure that our services meet those needs where possible.

This engagement exercise is focused on planning how best to deliver Primary Care and Community-based services, which cover most NHS-provided health and care services outside of hospitals.

These services include community Pharmacies

The above was noted.

## **75. MAYORAL APPOINTMENTS**

4.8.24	Mayoral Civic Service	St Mary's Church, Tenby	10.00am	Cllr Mortenson
4.8.24	QuinnFest Charity	Pembroke RFC	1.00pm – 4.00pm	Cllr Mortenson/ Cllr Jones
17.8.24	Pembroke River Rally	South Quay, Pembroke	2.00pm – 5.00pm	Cllr Mortenson / Cllr Jones

## **76. AGENDA ITEMS**

### **77. TO REVIEW & ACCEPT THE CHANGES TO STANDING ORDERS CONNECTED TO THE FINANCIAL REGULATIONS DOCUMENT (CLLR EVANS/TOWN CLERK)**

The Clerk produced a paper copy for everyone at the meeting, with the changes to Standing Orders and Financial Regulations that was agreed from the previous meeting and, again was resolved to accept.

### **78. TO DISCUSS THE POSSIBILITY OF HAVING A TREE TRAIL (COUNCILLOR ASMAN)**

Councillor Asman, left a written report which the Clerk read out. During a stay in Bristol I happened to pick up a leaflet in the Tourist Information Centre for a Tree Trail. I enjoyed doing it and learnt a lot.

Anyway, I've since thought it would be good to have such a trail in Pembroke – there are so many different varieties of trees on the Commons to make a good trail. It would fit in very nicely with our Environmental Policy and form an addition to our Town Trail.

I cannot give an exact figure at this stage, but the cost involved would not be very great – around £600 - £700 which would include 10,000 leaflets and also plaques to attach to the trees. Much work needs to be done in identifying the trees and the content of the leaflet of course but first I want to know if the Council would support it.

Therefore, I am asking Council to support this scheme in principle. It could however, be included in the GI plan and we could get funding from another source.

Linda Asman

Following a discussion, it was resolved for the Clerk and Councillor Asman, to look to see if this could be included in the GI Plan and get estimates for the work.

**79. TO DISCUSS FUTURE FUNDING FOR PEMBROKE LIBRARY & TOURIST INFORMATION CENTRE (COUNCILLOR JONES/CORRESPONDENCE ATTACHED)**

Following correspondence from Mr Mike Cavanagh of Pembrokeshire County Council, asking for future funding of another 5 years from 2026 at a capped rate of £25,000, Council discussed and was resolved for Councillor Gareth Jones to write up a list of questions that would need answering before any decision is to be made.

**80. TO REVIEW AND APPROVE THE EMERGENCY ACTION PLAN (COUNCILLOR JONES)**

Councillor Jones, produced to Council a written draft Emergency Plan, to be adopted for the Town Hall. Following a discussion and thanking Councillor Jones for his work in producing the plan, it was resolved to bring back to the next meeting with any changes that may be required.

**81. TO CONSIDER PURCHASING AN EVACUATION CHAIR (COUNCILLOR JONES)**

Councillor Jones, informed Council that they should consider purchasing an evacuation chair in case of emergency, due to the Museum being placed on the first floor. Following a discussion, it was resolved to get 3 quotations and bring back to the next meeting of Council.

**82. TO DISCUSS THE MEETING WITH PCC SENIOR MANAGEMENT TEAM ON 1<sup>ST</sup> AUGUST (COUNCILLOR EVANS)**

Councillor Evans gave his views on the meeting that was attended by Councillors and senior staff of Pembrokeshire County Council in Pembroke Dock. He thanked Councillor Gareth Jones for speaking on behalf of the Council. Following a discussion the Clerk was asked to chase up the walkaround meeting that was promised at the meeting.

- 83. TO ADD A NEW COMMITTEE – ALLOTMENTS (TOWN CLERK)**  
The Clerk had been asked to make a new Committee for the Allotment sites the Town Council would be taking on. Following a discussion, it was resolved that Councillor Herring, Jones, Mortenson and Evans be placed on the committee.
- 84. TO REVIEW AND DISCUSS 20MPH SPEED LIMITS WITHIN THE FOUR BOUNDARY WARDS – (COUNCILLOR NICHOLAS)**  
Councillors put forward a list of recommendations in their wards, of where they think the 20mph should be enforced or reinstated to the previous speed limit. Following a discussion, it was resolved to forward this to Pembrokeshire County Council.
- 85. TO DISCUSS MACE BEARER OF PEMBROKE TOWN COUNCIL (TOWN CLERK)**  
The Clerk read out a resignation letter from Mr Edward Harries, who because of poor health would have to retire from his position of Mace Bearer for Pembroke Town Council. Following a discussion, it was resolved to purchase a gift for Mr Harries. The Clerk then enquired how Council would like to advertise for the role. Following a proposal from Councillor Lee Herring, who would like to put his name forward for the position, it was resolved that Councillor Herring be offered the role.

The Clerk confirmed with council as there was no meeting in August that Kury's had been appointed to take on the roof repairs as per the email sent out on 1<sup>st</sup> of August 2024.

Mayor .....



