**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 10TH JULY 2025**

**Present:**

**Councillors:**

G Jones (Mayor), D Evans, K Nicholas, L Herring, D Bush, D Willington,

C Archibald, L Jenkins, A Mortenson, L Asman, R Blackburn and C Collins, A Brinn (online)

**In attendance:**

Suzie Thomas (Town Clerk)

Jayne Howe (Assistant Town Clerk)

Rob James (Mayor’s Chaplain)

Rachel Jones (Receptionist)

**39. Apologies FOR ABSENCE/ DECLARATIONS OF INTEREST**

Apologies received from D Willcocks and J Grimes

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

No members of the public present.

**41. TO SIGN AND CONFIRM THE MINUTES OF THE ORDINARY MEETING OF THURSDAY 5th June 2025**

The Minutes of the 5th June 2025 were accepted as an accurate record.

**42. MATTERS ARISING FROM THE MINUTES (FOR INFORMATION ONLY)**

1. **Update from meeting with Police and Crime Commissioner**

There is to be a follow up meeting in September but overall, the councillors who attended felt that their concerns were taken into account and follow up action was being taken.

1. **Update from Regeneration Meeting**

The main aim of the next meeting is to formalise the proposed structure of the new Committee as well as getting a better understanding of the kind of projects etc which are within its scope.

At the previous meeting volunteers were sought to weed and clean the “Bankers Walk” area of the town which was in a state of neglect. Valero Volunteers had very kindly offered their services and will be on site at 5pm on July 22nd. The Clerk asked Councillors for their support to come along and help. The Clerk had also ordered a new sign of “Welcome to Pembroke” as the previous had rotted.

**43. PLANNING APPLICATIONS RECEIVED**

**25/0016/PA**

**Proposal**: Construction of 5 detached residential dwelling houses with private shared drive

**Site Address:** Land adjacent to ‘The Crest’, Golde Hill, Pembroke, Pembrokeshire, SA71 4SZ

**Council would object to this application due to the following:**

Over development, which will lead to an impact on those properties situated below in Upper Row.

Council also have grave concerns that flooding will occur from the natural springs that are on site. From what we can gather you are still awaiting a report on how the run off water will be discharged without affecting the properties below, so would be grateful if the SAB and the detailed surface water drainage design be forwarded to us.

The entrance to and from the site is very dangerous, with no clear line of vision or pavements leading up. Increased traffic both commercial and private, on such a narrow road, with high hedgerows and no footpath raises concerns. This concern still lies, even though the width of the entrance has been widened.

**Council ask that County Councillors push for this application to be put forward to the planning committee with a note of prior objections and further concerns, and not an allocated officer.**

**Cllr L Jenkins abstained.**

**44. PLANNING APPLICATIONS DETERMINED**

**25/0007/PA**

**Proposal:** Removal of condition 1 (maximum 12 month development period) of planning permission 24/0027/PA (Conversion of garden building for use as dog grooming salon (live/work).

**Site Address**: Maesaraul, Lower Lamphey Road, Pembroke, SA71 5NJ

**Decision**: Conditionally Approved

**24/1164/PA**

**Proposal**: Ground floor rear extension

**Site Address**: 2 Monkton Lane, Monkton, Pembroke, SA71 4LP

**Decision: Refused**

**20/0551/PA**

**Proposal:** Variation of condition 3 (Timescale for commencement of development) of permission 15/0623/PA (Outline permission for 4 terraced cottages with all other matters reserved)

**Site Address:** Land to South of 5, Rocky Park, Pembroke, SA71 4NY

**24/0586/PA**

**Proposal:** Part chance of use of ground floor and lower floor from 9 holiday lets to 9 flats – Amended plans

**Site Address:** 6-10 Main Street, Pembroke, SA71 4NP

**Decision**: Conditionally Approved

**25/0075/DC**

**Proposal:** Discharge of condition 3 (detail plans) of Listed Building consent 24/0445/LB (Proposed refurbishment works and internal alterations).

**Site Address:** PEMBROKE HOUSE, 15, Main Street, Pembroke, Pembrokeshire, SA71 4JS

**Decision:** Part Refused\_Part Approved

The above was noted

Rocky Park development: noted objections but planning permission already received.

**45. LICENSING**

**None received**

**46. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| 75 | Carmarthenshire County Council | Pension May | £1,761.56 |
| 76 | Wages | Week ending 2.6.25 | £819.05 |
| 77 | Wages | Week ending 9.6.25 | £880.21 |
| 78 | Scribe | Accounts Renewal (2025) | £1,140.00 |
| 79 | ICO | Data Protection Act 2018 | £52.00 |
| 80 | Pembroke Packaging & Print Ltd | Photocopying paper | £19.90 |
| 81 | Pembroke Packaging & Print Ltd | Packaging tape | £8.32 |
| 82 | Jewson | Wood drill Auger Bit | £11.03 |
| 83 | Hill Farm Nursery | Floral Baskets for 2025 season | £1,626.50 |
| 84 | GGT Thomas & Sons Ltd | Boiler service | £602 |
| 85 | Pembrokeshire CCTV | repair a fault | £279 |
| 86 | Tesco | Mayors Bar supplies | £81.46 |
| 87 | Green Garage | Fuel for strimmer | £7.08 |
| 88 | CSE Catering equipment hire | glassware hire | £103.00 |
| 89 | Parker Bell | PAT machine calibration | £74.00 |
| 90 | Dura ID Solutions | PAT labels -Green | £16.90 |
| 91 | Tesco | Cleaning Materials | £4.92 |
| 92 | Lydstep Garden Centre | Plants & shrubs | £16.66 |
| 93 | Amazon | PAT Log Book | £9.14 |
| 94 | Wages | Week ending 16.6.25 | £879.81 |
| 95 | Suzie Thomas | Monitor | £50 |
| 96 | British Gas Business | Electricity 10.5.25-9.6.25 | £224.71 |
| 97 | HMRC | TAX/NI | £1,753.13 |
| 98 | Electrosmart Limited | Pump Fuse | £2.91 |
| 99 | RS Components LTD | Displacement Pump | £236.95 |
| 100 | Amazon | USB Microphone | £12.63 |
| 101 | Pembrokeshire County Council | Service Agreement | £660 |
| 102 | Total Tech Ltd | Microsoft license | £118.80 |
| 103 | Amazon | Code of Service - Book for PAT | £49.89 |
| 104 | Berndt Schilke | Window cleaning | £20 |
| 105 | Mayor's Allowance -Cllr Mortenson | Rose Garden St Mary's Church | £95.88 |
| 106 | Honeyborough Garden Centre | Compost | £22.08 |
| 107 | Vital Skills | training courses | £174.00 |
| 108 | British Gas Business | Gas 2.4.25-1.5.25 | £111.91 |
| 109 | British Gas Business | Gas 2.5.25-1.6.25 | £11.65 |
| 110 | Temu | River Rally Prizes | £51.91 |
| 111 | Cllr Gareth Jones | Travel Expenses for Audit Materials | £89.10 |
| 112 | Sandy Bears Charity | Donation | £250.00 |
| 113 | Wages/Salaries | week ending 23.6.25 + June | 4,425.23 |
| 114 | CEF | Pin Lamp | £7.19 |
| 115 | Total Tech Ltd | Minimum remote support 11.6.25 | £14 |
| 116 | Wages | Week ending 30.6.25 | £1,071.41 |
| 117 | HMRC | TAX/NI | £1,693.88 |

Those marked \* to be recovered.

**It was proposed that the above schedule of payments was approved for payment. All voted in favour.**

**47. COUNTY COUNCILLORS REPORT**

**None received**

County Cllr Phillips has been visited by councillors in hospital.

**48. CORRESPONDENCE RECEIVED**

**The following correspondence has been received from Sandy Bear Children’s Bereavement Charity:**

I want to say a massive thank you from all of the team at Sandy Bear, and on behalf of the children, young people and families your kind donation will go towards helping.

Our sincere thanks to all Councillors and staff at Pembroke Town Council for their support.

**Received from Peter Coleman of Pembroke Open Doors:**

Thanks again for your support for the Pembroke Refugee Week event.  During the afternoon of the event between 60 and 70 people attended, all of the wonderful Syrian Cuisine food was quickly consumed and the films and music from The Varifolkals were enjoyed by all.  The Tanyard Youth Club’s display of “letters to refugees” and the help they provided on the day was much appreciated.

Although the event was not primarily intended as a fundraiser, after essential expenses we have been able to donate £209.05 each to Medical Aid for Palestinians and the Welsh Refugee Council.

Best regards

Peter Coleman for Pembroke Open Doors

PS please pass on our special thanks to Dai and Kaylee for all their help.

**The above was noted**

**49. MAYORAL APPOINTMENTS**

|  |  |  |  |
| --- | --- | --- | --- |
| 2.6.25 | Grove Gardening Committee | Grove Way, Pembroke | 9.30am |
| 6.6.25 | Music and Song | Hope Therapy Centre, Neyland | 7.00pm |
| 7.6.25 | Milford Haven's Founding Day 2025 | Boulevard Theatre | 11.00am |
| 14.6.25 | 209th Waterloo Dinner | Coach House, Pembroke | 6.00pm |
| 19.6.25 | Vintage Fairground | Pembroke Port Pavillion | 6.00pm |
| 22.6.25 | Haverfordwest Civic Service | St Marys Church | 11.00am |
| 28.6.25 | Armed Forces Day | Pembroke Dock | 11.00am |
|  |  |  |  |
| 4.7.25 | Annual Open Day | Hope Therapy Centre, Neyland | 11.00am |
| 5.7.25 | Civic Service | Fishguard & Goodwick |  |
| 6.7.25 | Mayor's Civic Service | Neyland | 12.00 noon |
| 7.7.25 | Korean Church Visit | St Mary's Church, Pembroke | 7.00pm |
| 10.7.25 | Korean Visit | Pembroke Town Hall | 1.00pm |
| 12.7.25 | Korean Church Activities | The Commons | 2.00pm |

**The above was noted**

**50. AGENDA ITEMS**

**51. TO REVIEW & APPROVE THE FINANCIAL RISK ASSESSMENT & FINANCIAL REGULATIONS (NOW PART OF STANDING ORDERS) (TOWN CLERK)**

The Clerk provided Council with the updated Financial Risk Assessment & Financial regulations. Following a discussion, it was resolved that Council approve with all in favour. The clerk informed council that the employment handbook had still not been updated and may need to look to another company to update, as could not get hold of Mr Barry Rees of Peoples Programmes.

**52**. **TO DISCUSS INSPECTION REPORTS FROM PLAY PARKS (ALREADY SENT BY EMAIL)**

Clerk noted that a major point from the inspection report is, that if there is severe risk of injury or a piece of equipment is severally damaged then County Council will remove the piece of equipment entirely.

If, however, Council wishes to remove any piece of equipment themselves then that will have an associated cost.

There is noted damage to the entrance gate to the play park at the Green which is Council’s responsibility to repair. Cllr Asman will review damage to the gate.

Overall, there is nothing of high alert.

Council asked the clerk to get a quote of the potential cost of removing a piece of equipment as well as considering an inquiry into possible methods of future maintenance.

**53**. **UPDATE ON POWER STATION MEETING (COUNCILLOR EVANS/COUNCILLOR COLLINS – SEE ATTACHED)**

Cllr Evans presented an update to Council on several of the proposed projects of the Power Station. Noted issues with the transportation of batteries by road as part of the battery project.

It was also noted that Mrs Mair Lewis, the previous Community Liaison Officer for the Power Station has moved to a different position. It was proposed that council would send a letter of thanks and acknowledgement for all the assistance received from Mair as well as to send an invitation to her replacement to attend a future Regeneration meeting.

**........................... Mayor**