

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 4TH SEPTEMBER 2025**

Present:

Councillors:

G Jones (Mayor), J Grimes, A Brinn, D Evans, K Nicholas, L Herring,
L Jenkins, D Willcocks, L Asman, R Blackburn and C Collins

In attendance:

Suzie Thomas (Town Clerk)
Jayne Howe (Assistant Town Clerk)
Rob James (Mayor's Chaplain)
Rachel Jones (Receptionist)

59. APOLOGIES FOR ABSENCE/ DECLARATIONS OF INTEREST

Apologies received from Councillors C Archibald, D Bush, A Mortenson and D Willington

Declaration of Interest received from Councillor J Grimes

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

Members of the Public enquired as to Pembroke Town Council's position in relation to the recent Horse Fayre that took place in Monkton, despite not having permission from Pembrokeshire County Council.

The Mayor reassured them that the Council's objections and concerns regarding the event was noted prior to the event taking place, and that a meeting was held at County Hall with representatives from Pembroke Town Council as well as Pembrokeshire County Council and Dyfed Powys Police. It was also clarified that although the decisions regarding the event were outside of the Council's jurisdiction the Pembroke Town Council would continue to voice the feelings and concerns of the people of Monkton in regard to this event to Pembrokeshire County Council.

61. TO SIGN AND CONFIRM THE MINUTES OF THE ORDINARY MEETING OF THURSDAY 10th July 2025

The Minutes of the 10th July 2025 were accepted as an accurate record.

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

a) Update from River Rally

The Town Clerk gave thanks to Councillors Keith Nicholas, Jonathan Grimes, Deborah Willcocks, Dennis Evans and Gareth Jones who helped with the running of the event which was a great success.

b) Quotation for removal of Gym Equipment Commons

The Clerk presented Council with a quote of £657 for the removal of all the outdoor gym equipment. There was also an estimated option to replace several of the broken or otherwise damaged pieces of equipment for around £5000 although specific figures would be presented at a later date.

c) Update from meeting with Taylor Trueman, ASB Youth Worker, Pembrokeshire County Council

The Mayor, Councillor Jones and Councillor Grimes gave an update on the new scope of the role, which had been expanded to include the entirety of the County as well as dealing with young people between the ages of 11 and 25. Councillor Grimes had offered an invitation to Miss Trueman, to let him know when she was next out and about in the community – and he would be more than happy to meet again to discuss further the challenges being faced and how we can work together collaboratively to achieve winnable solutions.

d) Update from Horse Fayre

Majority of the update had already been discussed through the public Question & Answers. It was suggested that an enquiry be noted as to what the cost of increased police presence for the event would have costed.

This was then countered by Councillor Grimes who clarified that he was in contact with the police in regard to this matter, and Dyfed Powys Police had taken the cost upon themselves at no extra cost to the taxpayer.

e) Green Play Park gate

Councillor Asman presented Council with evidence of the gate to the children's play park being damaged. Council asked the Clerk to investigate the cost associated with either its repair or replacement.

f) Regeneration Committee meeting update

Minutes of the Regeneration Committee meeting were distributed to Council and an update was given.

g) Visit from Pembrokeshire County Council & National Resources Wales representative for October meeting

The Clerk informed Council, that Mr Peter Howe, of Pembrokeshire County Council and Mr Andrew Lewis, of Natural Resources Wales would like to come along to the next meeting, to give Council an update on the "Pembroke River Project". Council confirmed this and was looking forward to hearing about the results of the project. It was suggested that an invitation be sent to Mr Sid Howells who initiated and helped with the gathering of the water samples.

h) Update on Project Statue

Councillor Asman gave a presentation on the proposed Statue trail project, which would include the commissioning of 3 new Statues. This would be launching in

November. She had also spoken to Councillor Jon Harvey who was looking into the permission of the planning requirements.

63. PLANNING APPLICATIONS RECEIVED

25/0355/PA

Proposal: Construction and operation of a micro energy storage project

Site Address: Land in between Castle Quarry and Haven Court, Pembroke, SA71 4JB

Pembroke Town Council would support this application; however they would like to make observations that it could encourage anti-social behaviour and a visual eyesore to the area

25/0387/PA

Proposal: Single Storey Side Extension

Site Address: 7 Hoyland Drive, Pembroke, SA71 4BG

Council would support this application

25/0353/PA

Proposal: Construction and operation of a micro energy storage project

Site Address: Verge at Monkton, Nr Monkton Swifts Football Club, Pembroke, SA71 4LP

Pembroke Town Council would support this application; however they would like to make observations that it could encourage anti-social behaviour and a visual eyesore to the area

25/0279/LB

Proposal: Replace windows to upstairs of front and rear

Site Address: Dragon Alley, 63 Main Street, Pembroke, SA71 4DA

Council would support this application

25/0401/PA

Proposal: Alterations and extension to driveway

Site Address: 13 Castle View, Pembroke, SA71 4PA

Council would support this application

64. PLANNING APPLICATIONS DETERMINED

25/0124/PA

Proposal: Erection of boundary wall to north of property

Site Address: 93B Main Street, Pembroke, SA71 4DB

Decision: Conditionally Approved

25/0244/CL

Proposal: Proposed extension to existing dwelling house

Site Address: Winton, Merlins Cross, Lower Lamphey Road, Pembroke, SA71 4AG

Decision: Conditionally Approved

25/0293/PA**Proposal:** Erection of a storage building and two polytunnels**Site Address:** 3, Rose Valley, Lower Lamphey Road, Pembroke, Pembrokeshire, SA71 5NJ**Decision:** Conditionally Approved**The above was noted by Council****65. LICENSING**
None received.**66. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT**

118	Infinity Document Solutions	photocopies	£143.47
119	Wages	Week Ending 7.7.25	£927.81
120	British Gas Business	Gas 2.6.25-30.6.25	£10.37
121	Carmarthenshire County Council	June Pension	£2,059.53
122	TJ Morris	Prizes for River Rally	£11.97
123	Tesco	Prizes for River Rally	£13.00
124	B&M	Prizes for River Rally	£18.50
125	Tesco	Prizes for River Rally	£6.70
126	Wisebuys	Cellophane for River Rally prizes	£1.50
127	Argos	Blinds for hall	£8.00
128	B&M	Office Supplies	£13.25
129	Berndt Schilke	Hall Skylight cleaning	£50.00
130	Farmfoods	tea bags, coffee and milk	£34.97
131	Ocon	Alarm repair and callout	£177.60
132	Wages	week ending 14.7.25	£927.81
133	elearning at work	working at height courses	£38.40
134	One Voice Wales	New Councillor induction	£65.00
135	Amazon	Bubble machine + fluid - River Rally	£42.98
136	Amazon	Fan	£19.89
137	Just Great Design	Aluminium sign	£138.00
138	Farmfoods	River Rally Prizes	£36.53
139	Screwfix	Barrier Tape	£10.59
140	Wages	Week Ending 21.7.25	£927.81
141	B Jones Electrical Contractor	Browns Works	£342.00
142	Battery Station	Rechargeable Batteries	£17.44
143	Neil Thomas	River Rally music and compere	£275.00
144	Thomas Mascot Hire	Baby Shark - River Rally	£35.00
145	Berndt Schilke	Window cleaning	£20.00
146	Bernadette Irish Dancers	River Rally - Donation	£100.00
147	Salaries	July	£3,512.24
148	Screwfix	Demarcation Tape	£10.59
149	Jewson	Cable ties	£16.75
150	West Wales Maritime Heritage	River Rally Flotilla	£756.00
151	Total Tech Ltd	Minimum remote support 17.7.25	£16.80

152	Halsted DIY Ltd	Maintenance supplies	£39.57
153	Amazon	Rechargeable Batteries+ Charger	£19.99
154	Amazon	Dustpan and brush + Yard Brush	£23.98
155	Wages	Week ending 28.7.25	£929.01
156	British Gas Business	Electricity 10.6.25-9.7.25	£224.98
157	Jewson	Plywood	£87.07
158	Crowdfunder	Boat House Restoration - donation	£1,000.00
159	Wages	Week ending 4.8.25	£927.81
160	Tesco	Bubble fluid River rally	£8.00
161	Dyfed Pension Fund	Local Government Pension Scheme	£2,044.23
162	Clocking Systems	Time clocking cards	£63.60
163	HMRC	TAX/NI	£1,823.63
164	British Gas Business	Gas 1.7.25-1.8.25	£10.08
165	Total Tech Ltd	Broadband, Fibre and Phone	£66.00
166	Amazon	Stationery	£22.82
167	Wages	Week ending 11.8.25	£992.43
168	Boverton Nurseries	Bedding plants	£4,281.36
169	Viking Office UK Ltd	Cleaning and office supplies	£151.61
170	Amazon	Cleaning Materials	£19.99
171	Amazon	Rechargeable batteries and charger	£19.99
172	Temu	Christmas Decorations	£91.56
173	Upton Farm + Lidl	VJ Day Supplies	£49.97
174	Wages	Week ending 18.8.25	£920.61
175	Post Office	Wedding Card	£3.50
176	Pembroke young at heart	Hire of round table clothes	£100.00
177	Viking Office UK Ltd	Cleaning Supplies	£20.41
178	Mogo Direct	Black Chairs for Hall	£724.46
179	Rachel's Florist	Bouquet of flowers	£35.00
180	Jewson	stanley knife	£7.19
181	Jewson	Clear adhesive	£8.29
182	Blachere Illumination UK Ltd	Christmas Decorations	£255.60
183	Wages/Salaries	Week ending 25.8.25	£4,219.55
184	Pembroke Castle	Christmas Market Stall - Museum	£250.00
185	Berndt Schilke	Window cleaning	£20.00
186	Amazon	Coffee Cups	£12.98

Those marked * to be recovered.

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

67. COUNTY COUNCILLORS REPORT

None received

68. CORRESPONDENCE RECEIVED

The following correspondence has been received from Mr Neil Thomas

May I take this opportunity to thank you and the Town Council for asking me to compare this annual event again, Pembroke River Rally. As you are aware, the past few months have been very difficult for me and at one stage, I was not sure whether I would be able to do it, but thankfully I was, and I thoroughly enjoyed it. I hope everyone else did. From where I was standing it was a wonderful day, well done to everybody who contributed from start to finish.

Council asked the Clerk to respond to Mr Thomas, giving thanks for his attendance, and his professionalism when compering for Town Councils events.

The following correspondence has been received from a resident of St Daniels, Pembroke

As the Council is probably aware the "Focused Changes" to the Local Development Plan 2 Deposit Plan have been published along with the final submission to Welsh Government.

Despite a well-argued case by the Town Council, Cllrs. Grimes and Carey in support of objections by myself and neighbours, Pembrokeshire County Council have persisted in both their assessment of total housing demand, the relative allocation between Pembroke and Pembroke Dock and the suitability of our section of St Daniel Hill for further development. At this stage there are no further grounds for us to comment or object as our existing opposition is already registered.

May I thank you on behalf all in Southlands for the Council's support.

We will continue to oppose the allocation of the two adjacent sites at the Inspector's Examination when that happens.

The above was noted

69. MAYORAL APPOINTMENTS

17.7.25	Youth Gospel Choir Presentation	Carew Methodist Church	4.30pm	Cllr Jones
20.7.25	Mayor's Civic Service	Narberth	9.30am	Cllr Jones
26.7.25	Civic Service/Dinner	Milford Haven	4.50pm	Cllr Jones

The above was noted

70. AGENDA ITEMS

71. TO REVIEW & APPROVE THE ENVIRONMENTAL POLICY, WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015, EQUAL OPPORTUNITIES POLICY, POLICY

All of the above policies were discussed and approved, subject to the Wellbeing Policy which would be adjourned to the next meeting.

72. TO CONSIDER AND APPROVE THE AUDIT COMPLETION FOR 2024/2025 (IF RETURNED)

The audit completion was still waiting to be returned from the Wales Audit Office.

73. TO CONSIDER APPLICATIONS FOR FINANCIAL ASSISTANCE (TOWN CLERK)

No applications had been received for financial assistance

74. TO REVIEW AND APPROVE THE QUARTERLY BUDGET REVIEW INCLUDING MINUTES FROM THE FINANCE MEETING OF 26.08.25 (TOWN CLERK)

The Clerk produced figures of the Quarterly Budget Review and went through the Minutes of the Finance meeting of the 26th August. **Following a review and discussion it was resolved to accept the quarterly budget review.**

75. WELSH GUARDS VISIT 2027 (COUNCILLOR BRINN)

Councillor Brinn gave an update to Council in respect of the cheque presentation that was made to the Welsh Guards Charity in London following HM The King's Birthday Parade at the Guards & Cavalry Club of monies raised at the Welsh Guards Concert last February held at Henry Tudur School.

He also appraised council of the series of meetings he has had with the Regimental Adjutant Welsh Guards Lt Colonel Guy Bartle-Jones reference the St Davids Day Parade to be held in Pembroke on 1st March 2027, of the presenting of the leek to serving Guardsmen & Association members of the Battalion. Incidentally the initial meeting for this was back in 2024 in London on my many visits to Wellington Barracks. An initial visit had been made but would come back to Council with further details and costs, once numbers were finalised.

76. TO RE-INSTATE AUGUST MEETING (COUNCILLOR EVANS)

Councillor Evans informed Council that he would like to have a conversation about re-instating the August meeting into the schedule of meetings for the year 2026 with a view to making it permanent.

Councillor Evans informed Council that over the last few weeks there had been a number of issues raised that could and should have been dealt with at an official Council meeting. A number of those issues were dealt with, at a special meeting arranged by the Town Clerk. Due to the timescale of the July meeting, to the next meeting in September, he felt that this period was too long, and the August meeting should be re-instated.

Following a lengthy discussion, it was resolved that should a necessity arise for the Clerk to call an extraordinary meeting in the month of August, to do so, however like every other local government, August would remain as recess.

77. TO DISCUSS TERMS AND CONDITIONS FOR APPLYING FOR MAYORAL ROLES (COUNCILLOR EVANS)

Councillor Evans proposed to Council that Councillors wishing to put their names forward for the position of Deputy Mayor must have completed at least one term of office (4 years) prior to making their application.

Although there is no written evidence to support the above proposal it would appear that sometime in the past, this was suggested but never accepted and put in the minutes or in Standing Orders.

He fully understood that this proposal may be highly controversial but believed that it would strengthen the way that Council operates and would send a clear message of our professionalism.

Following a lengthy discussion, with points being raised on both sides of the proposal, a vote took place, with 6 in favour, 1 against and 3 abstaining, so the proposal was carried, and standing orders to be amended at the next meeting.

78. TO DISCUSS HOW INFORMATION IS RECEIVED FOR LICENSING APPLICATIONS (COUNCILLORS EVANS)

In light of the information relating to the licencing proposal for the Commons Café and the Garage (on the Green) of which we were not informed , I would like to propose that we write to the Licencing Committee expressing our deep concerns that applications are being processed without the prior knowledge of applications coming before Council and that the CEO and the Leader of Council to be included in the letter.

Following a discussion the Clerk was to enquire with the Licensing Department of Pembrokeshire County Council regarding why the Town Council's response was not supplied at the meeting of the Licencing Committee for the Commons café and also enquire as to whether emails could be sent, informing us of new applications in the Pembroke catchment.

79. NEW BUILDS NORTH/MILL POND WILDLIFE CORRIDOR (COUNCILLOR BLACKBURN)

Councillor Blackburn informed Council that at the above address, there was a hedge between the plots and the pond shielding the wildlife corridor, which had been removed and enquired who owned this land and who is responsible for the wildlife corridor? As there was a hedge, does that not indicate that the land is not theirs and that they should be made to make good replacing what they have destroyed

The Clerk produced a plan from the LDP which stated no such area of a wildlife corridor being now in existence, only 2 open spaces, which were not in the area that was being discussed. The Clerk to enquire with Pembrokeshire County Council regarding the questions above.

80. MAIN HALL LAY OUT, TOWN HALL (COUNCILLOR BLACKBURN)

Councillor Blackburn informed Council that the hall was designed that the removable staging should be between the rooms on either side which could be used as wings for productions, or storage. The screens should be in that indent so not effected by the light from the Windows shining on them at an angle. Where the stage and screen are you are losing use of a quarter of the hall.

The Clerk explained that the layout of the hall, is currently suitable for a lot of the customers who use it and returning it would affect some of the classes. Following a discussion and proposed by Councillor Jones, and seconded by Councillor Nicholas, it was resolved that the running of the Town Hall is left to the Staff who manage the building. The Clerk to get a quotation to install film on the skylights of the Hall.

Following on from the above discussion, the Clerk informed the meeting that in February next year, it would be 20 years since the murals had been installed in the Foyer. It was suggested that 2 benches with plaques be purchased in memory of the late Mr George Lewis who painted the murals, and in dedication to Mrs Jeanne Lewis who also painted the murals. Following a discussion, it was proposed to purchase the benches and plaques and invite Mrs Lewis and family into the Hall for February next year.

81. SOUTH QUAY DEVELOPMENT (COUNCILLOR BLACKBURN)

Due to time elapsed, Standing Orders were suspended, and this item was deferred to the next meeting.

..... **Mayor**

