

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 6<sup>th</sup> NOVEMBER 2025**

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**Present:**

**Councillors:**

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

**In attendance:**

Suzie Thomas (Town Clerk)  
Jayne Howes (Assistant Town Clerk)  
Rob James (Mayor's Chaplain)

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

Apologies received from Councillors Bush and Councillor Evans,  
Declaration of Interest received from Councillor Jones & Councillor Grimes

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

No Members of the public present

**105. TO SIGN AND CONFIRM THE MINUTES OF THE ORDINARY MEETING OF THURSDAY 2<sup>ND</sup> OCTOBER 2025**

The Minutes of the 2<sup>nd</sup> October 2025 were accepted as an accurate record.

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

**A) Gate at Green Play Park**

The Clerk informed Council that Mr Sean Waters, had very kindly welded the missing piece back onto the gate, at no charge to the Council. Council gave their thanks for this kind gesture.

**B) Update from MAWG Meeting**

Councillor Jones and Councillor Grimes, informed Council of the virtual meeting they attended. They informed Council that it was a very productive meeting, and a lot of issues were covered, with a very good presence from multi agency working groups, including the Police. They would both attend the next meeting which was scheduled for 18<sup>th</sup> November 2025.

### **C) Update from Fair debrief meeting**

The Clerk gave Council an update on the meeting she had arranged for a debrief with the fair, and went through various points, which would have to be instigated for next year.

### **D) Christmas Arrangements**

The Clerk went over the arrangements for Christmas this year. The Council Dinner would be held on 28<sup>th</sup> November at the Kings Arms Hotel at 7.00pm. The Mayor would still be able to attend Father Christmas arriving at Pembroke Castle for 6.30pm. The Clerk then informed Council of the arrangement with Father Christmas arriving at the Town Hall on Sunday 7<sup>th</sup> December between 4 and 7pm where the children can meet Father Christmas who would be arriving on his Sleigh and those attending could give Santa their letters. As we would be giving free gifts out that night, we would not be able to supply the free gifts on the night of the Castle event.

## **107. PLANNING APPLICATIONS RECEIVED**

### **None Received**

## **108. PLANNING APPLICATIONS DETERMINED**

### **25/0425/PA**

**Proposal:** Proposed rear extension and alterations

**Site Address:** 65 Main Street, Pembroke, SA71 4DW

**Decision:** Conditionally Approved

### **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

**Decision:** Refused

### **25/0279/LB**

**Proposal:** Replace first floor windows to front elevation

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

**Decision:** Conditionally Approved

**The above was noted by Council**

## **109. LICENSING**

**None received.**

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

212	Aquaclear Water Management	8 days work at Pembroke Mill Pond to remove aquatic vegetation	£6,000.00
213	Amazon	Bingo tickets	£9.99
214	Amazon	Helium king large gas canister	£34.16
215	Amazon	Red, green and gold balloons	£18.97
216	Wages	Week ending 29.9.25	£689.81
217	British Gas Business	Electricity 10.8.25 - 9.9.25	£222.26
218	Carmarthenshire County Council	Pension October 2025	£1,990.94
219	Upton Farm Frozen Foods Ltd	Blue gloves	£3.98
220	Wages	Week ending 6.10.25	£689.61
221	B Shilke	Window cleaning	£20.00
222	Samba Doc*	Performance/parade for St Michaelmas Fair (half to be paid by Showmen's Guild)	£325.00
223	British Gas Business	Gas 2.9.25 - 1.10.25	£11.37
224	Total Tech Ltd	Broadband, Fibre and Phone	£55.00
225	South Wales Blinds Ltd	Hall - Envriofilm	£1,368.00
226	phsGroup	Sanitary bins 30.9.25 - 31.3.26	£15.64
227	Total Tech Ltd	Remote support 26.9.25	£22.00
228	Halsted DIY Ltd	Trimmer line x 2	£9.12
229	TV Licencing	TV Licence	£174.50
230	Pembroke Dock Town Council	4 wreaths for Remembrance	£100.00
231	Wages	Week ending 13.10.25 (includes back pay)	£990.60
232	HMRC	6.9.25 - 6.10.25	£1,605.20
233	CEF	Triphosphor tube	£23.80
234	B Jones Electrical Contractor	Installation & repairs to sockets and lighting	£3,965.00
235	Just Great Design	Christmas card printing	£125.00
236	Westcoast Web Works	50% payment in advance for development of Pembroke Museum and Pembroke Town Trail websites	£700.00
237	Mogo Direct	Banqueting chair trolley	£169.95
238	Jewson	Multi purpose gloves	£10.49
239	Agrigem	Protective clothing	£78.46
240	Wages/Salaries	Week ending 20.10.25	£4,627.91
241	Grandiflora Garden Centre *	Plants & planting	£2,766.00
242	Paraphernalia	Commemorative benches for George & Jeanne Lewis	£561.69
243	PMR Direct Ltd	PA1 & PA6 Refresher Training for Simon McMullan	£590.00
244	British Gas Business	Electricity 10.9.25 - 9.10.25	£312.73
245	Home Bargains	Cleaning Materials	£13.72

246	Wages	Week ending 27.10.25	£696.61
247	Pembrokeshire County Council	Annual contribution to running costs of Pembroke Library	£25,000.00
248	Home Bargains	Cleaning Materials	£16.88
249	B&M	Long hand dustpan brush	£5.00
250	Asda*	Air fryer (For Young at Heart)	£36.52
251	Touring Pantos	Pantomime on 3rd January, 2026 (Remainder of balance)	£850.00
252	Ebay	Laptop power bank	£60.84
253	Suzie Thomas	Petrol to go to Llanddarog, Carmarthen, to choose Christmas trees & Simons course	£38.70
254	Ebay	Wireless HDMI Transmitter	£29.99
254a	B Jones Electrical Contractor	Inspection & testing column supplies serving Christmas motifs	2350.00
254b	B Jones Electrical Contractor	Erection of Christmas lighting display throughout Pembroke	5185.00
254c	Harries Planning Design Management	Final payment certificate No 3 for contractor Kurys Construction LLP	2023.00

Those marked \* to be recovered.

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

## 111. COUNTY COUNCILLORS REPORT

**None received**

## 112. CORRESPONDENCE RECEIVED

**No correspondence received**

## 113. MAYORAL APPOINTMENTS

10.9.25	Neath Fair and Reception	Neath	4.30pm	Cllr Jones
14.9.25	Picnic Prayer and Praise	Pembroke Castle	12.00 noon	Cllr Jones
14.9.25	Civic Service/Reception	St Mary's Church, Tenby	9.30am	Cllr Jones
21.9.25	Civic Service/Reception	St Davids Cathedral	11.00am	Cllr Jones
26.9.25	Johnston's Men Shed	Johnston	10.00am	Cllr Jones
5.10.25	Gild of Freemen of Haverfordwest	St Martin's Church, Haverfordwest	11.00am	Cllr Jones

26.10.25	Pembroke Dock Heritage Centre	Pembroke Dock Memorial Window Dedication Service	1.00pm	Cllr Jones
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**The above was noted**

**114. AGENDA ITEMS**

**115. SOUTH QUAY DEVELOPMENT (COUNCILLOR BLACKBURN)**

It is very plain that, at best we were misled and our intelligence questioned, on one of the illustrations they had used cad design to shrink the buildings. Unfortunately, they omitted to shrink the cars on the other side. Welsh law, CADW and their own policies state certain rules apply in conservation areas and certainly there should be nothing challenging the dominance of a scheduled ancient monument. They have disrespected a body of elected representatives with common sense, wide range of skills and qualifications who know their patch, consultation is a tick box exercise to be ignored.

Following a discussion by Council, it had been made clear that the revised plans where indeed online, however, it was resolved that the Clerk get the correspondence that had been sent from Pembroke Castle, who had sent representation from the Trustees that they were unhappy with the height of the development.

**116. TO DISCUSS AND REVIEW FUTURE PAYMENTS TOWARDS PEMBROKE LIBRARY**

Following on from the meeting that took place with Mr Mike Cavanagh that afternoon, a resume of that meeting took place. Following a lengthy discussion, it was proposed by Councillor Jones and seconded by Councillor Nicholas that Pembroke Town Council financially support the library for the next 3 years, (Commencing from 2026/27 financial year) to the sum of £20,000.00 per annum.

Following a vote taking place, it was resolved and the motion carried, with all in favour.

**117. UPDATE FROM POWER STATION LIAISON MEETING (COUNCILLOR EVANS/CLLR COLLINS)**

As Councillor Evans had submitted his apologies, this was deferred until the December meeting.

**118. COUNCIL CHAMBER (COUNCILLOR NICHOLAS)**

Councillor Nicholas asked Council to ensure that the Council Chamber be cleared before other bookings/users use the room.

Following a discussion, it was agreed that the room to be cleared and the staff to inform the Museum staff of when this is required.

**119. BAIN DE BRATANGE VISIT (COUNCILLOR BRINN)**

This item was deferred to the January meeting.

**120. TO REVIEW AND APPROVE THE LONE WORKING POLICY (TOWN CLERK)**

The Clerk presented Council with the Lone Working Policy. Following a review and discussion it was resolved to accept the Policy.

..... **Mayor**

