

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday, 16th February, 2006 at 6.30 p.m.

PRESENT:

Councillor R.G. Watts, Mayor
Councillors D.T. Esmond, Mrs. P.E.M. Folland,
Mrs. C. Fortune, Mrs. P.E. George, P.G. Gwyther,
K.C. Higgs, D.L. Jones, S. Perkins, Mrs. J. Rees,
Mrs. V.M.J. Roach, P. Weatherall

IN ATTENDANCE:

Ian Jones, Town Clerk
Mrs. S. Lowen, Committee Clerk

The meeting was opened with Prayer.

138. APOLOGIES FOR ABSENCE

No apologies for absence had been received.

139. PRESENTATION GIVEN BY COUNTY COUNCILLOR PETER STOCK, GARY HICKS (TOWN CENTRE MANAGER, HAVERFORDWEST), BRIAN MADDOCKS (PEMBROKESHIRE COUNTY COUNCIL), AND NIGEL PRIDDY (FLY-TIPPING OFFICER)

Councillor Stock commenced the presentation by detailing the activities of the Environmental Action Teams which had so far been set up in Haverfordwest (HEAT), Milford Haven (MEAT), Narberth (NEAT). He hoped that Pembroke Dock would also form such a team. He explained that the Action Team meetings gave an opportunity for various bodies within a town, eg, Chamber of Trade, large stores, etc. to get together with officers from Pembrokeshire County Council in order to address environmental issues such as dog fouling, graffiti, street cleaning, etc. It was an opportunity for those officers from Pembrokeshire County Council to offer guidance and discuss these issues in a less formal atmosphere than Town Council meetings. Money for the work of Environmental Action Teams came from the various partners but PLANED had helped in one instance with a grant of £2,000.

Gary Hicks, who is the Town Centre Manager for Haverfordwest, explained his role to members and his involvement with the Environmental Action Teams, and the benefits of a town having a Town Centre Manager. He worked part-time with his salary of £10,000 p.a. coming from Haverfordwest Town Council (50%) and Haverfordwest Chamber of Trade (50%).

Brian Maddocks – Head of Maintenance, Pembrokeshire County Council explained how he liaised with the Environmental Action Teams, was able to offer guidance and point people in the right direction in order to address issues raised by them. Environmental Action Teams were also involved in educational work with schools. The Area Manager for Environmental Issues in South Pembrokeshire was Mr. Rhodri Jenkins.

The presentation concluded by Peter Stock introducing Simon Priddy, who is the Fly-Tipping Officer working in Monkton and Llanion and employed by Keep Wales Tidy, who explained his role to members, and how he could assist with complaints of fly-tipping.

Members of the Council then asked further questions about the various presenters' roles. Mr. Maddocks agreed to investigate and report back on the tree and hedge trimming which had been carried out recently at Llanion Cemetery. Councillor Mrs. P. George commented that the top end of the cemetery, which was the area currently in day-to-day use, was now more open to the elements, and the gaze of passing motorists, etc. She had received complaints that privacy of grieving families had been lost by the work carried out by County Council Staff.

The Mayor, Councillor Watts, thanked those attending for their informative presentation.

140. MINUTES

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor D.T. Esmond

RESOLVED-

That the Minutes of the last meeting of the Town Council held on 26th January 2006 be adopted as circulated.

141. MATTERS ARISING FROM THE MINUTES

(a) Minute 134(b) – Continental Market

The Town Clerk reported that the Mayor and himself had met the organiser of the Continental Market who had promised to contact them shortly with some suggested dates for the Continental Market. It was likely to be one or two days, possibly a Sunday, which would not be an ideal day. Attempts were being made to persuade the organisers to have the Market on a Saturday.

(b) Minute 134(e) – Pembroke Dock Community Website

The Town Clerk reported that the Website Committee had thanked the Council for their donation.

(c) Minute 135(233) – The Old Pumphouse, Criterion Roundabout

The Town Clerk reported that Pembrokeshire County Council's valuation of the Pumphouse was £50,000. In relation to the work which has to be done, The Town Clerk and Jeremy Jones visited the Pumphouse last Monday for an inspection. They found 9 items that needed attention before the Town Council should take over the building. The Town Clerk had written to the County Council setting out his concerns and as a result work to rectify these faults had commenced.

(d) **Minute 135(243) – Experience Pembrokeshire’s Waterways**

Councillor R. Watts reported that he had attended the meeting held on 6 February 2006, which had mostly been about the pamphlet cover to be used. He said that many communities were interested in participating in a Raft Race, and that the Water Ranger was looking at the safety aspects of holding such an event.

(e) **Minute 135(247) – Save Withybush Save Lives**

The Town Clerk reported that he had written to Mrs. Harvey, but had not yet received a date for the presentation which SWAT wished to hold.

(f) **Minute 135 (263) – Planning Applications**

Councillor Mrs. V.M.J. Roach stated that she had declared an interest in Planning Application 05/1138/PA which had not been recorded in the Minutes. The Minutes would be amended to reflect this.

142. REPORT OF THE TOWN CLERK

266. Appointment of Mayor and Deputy Mayor Elect for 2006/7.

The Town Clerk requested that in accordance with procedure, consideration should be given to the appointment of the Mayor and Deputy Mayor Elect for the year 2006/7.

PROPOSED by Councillor D.T.Esmond
SECONDED by Councillor Mrs. P.E. George

RESOLVED –
That Councillor S. Perkins be appointed
Mayor Elect for the year 2006/2007.

and

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor Mrs. V.M.J. Roach

RESOLVED-
That Councillor P. Weatherall be appointed
Deputy Mayor Elect for the year 2006/2007.

267. Civic Function

The Town Clerk requested members to consider and amend the lists attached as Appendices A and B in order that arrangements for a Civic Luncheon and Civic Dance could be arranged. Some amendments were noted at the meeting and members were requested to call in to the office with any further amendments.

268. Rights of Way Improvement Plan for Pembrokeshire (National Park and Pembrokeshire County Council Initiative).

Councillor S. Perkins declared her interest in this matter.

This matter had been adjourned from the last meeting. Members were circulated with a copy of the Report for the meeting on 5th January 2006 and they were asked to bring the document with them. It had been agreed that the matter would be discussed at this meeting as observations needed to be sent by 28th February 2006.

Members agreed that this was an excellent report and very comprehensive. It was recognised that footpaths were very important in Pembrokeshire for tourism, and that people should be encouraged to walk in the interests of good health.

It was noted that some of the publicised walking routes had been blocked and that there was a need to focus on keeping these paths clear. The Town Clerk would reflect these comments in his reply.

269. Pembrokeshire Association of Local Councils (PALC).

The Town Clerk reported that he had not yet received a reply from Mr. Elcock, the Secretary of PALC, regarding Premises Licences. Councillor Watts had attended the last meeting of PALC held on 27 January 2006, where LNG and the activities of tugs had been the main topics of discussion..

With regard to the planning permission for 37 Prospect Place he reported that no further information had been received.

The Town Clerk reminded Members that the Annual Subscription of £150 to PALC was due.

PROPOSED by Councillor Mrs. V.M.J. Roach

SECONDED by Councillor D.T. Esmond

RESOLVED-

That the Annual Subscription to PALC of £150 be paid.

270. Press Releases.

The Town Clerk reported that he had been asked more frequently than previously to comment to newspapers and local radio concerning matters discussed at Town Council Meetings. In the past reporters had been able to be present at every meeting but this no longer applied. The Town Clerk therefore requested the Council to consider issuing a Press Release on the day following or the Monday following the Council Meeting setting out what had occurred. In addition it might be that the Town Council should prepare an Annual written Report on its work to accompany the Financial Accounts or alternatively for such information to be given by the outgoing Mayor at the April Meeting.

Councillor D.T. Esmond stated that the meetings of Pembroke and Pembroke Dock Town Council frequently clash and that if the two Town Clerks could liaise with each other when setting up the Town Council meetings for the year, this would enable the press to report at both Town Council meetings.

271. Amendment of Standing Orders.

The Town Clerk reported that in the light of the resolution approved by the Town Council at their last meeting regarding the practice of contacting Ward Members for their opinions on Planning Applications in periods of recess this would mean that the current wording which appeared in the standing orders (item 62) should be replaced to read as follows:-

“The Clerk shall, as soon as it has been received, record on his Report to the Town Council the following particulars of every planning application he receives from the County Council:-

- (i) the reference number*
- (ii) The name of the applicant*
- (iii) The place to which it relates*
- (iv) A summary of the nature of the application*

Planning Applications will normally be considered in the course of regular meetings. However, where the time between the receipt of an application and its return, normally three weeks, prevents such discussion taking place then arrangements will be made to hold a Sub Committee meeting of Councillors who have been appointed for the purposes of dealing with Planning and / or other matters at the meeting before the recess. The Town Clerk will prepare a response based on the Sub Committees decision on the matter. The results of that decision will then be communicated to the next full Town Council Meeting and any additional comments made at that meeting will then be forwarded to the County Council Planning Department or other such public body etc .”

In the light of current standing orders the matter of variation would now have to be formally proposed / seconded and stand adjourned to 9th March 2006 when the amendment could then be debated. (Item 32 of Current Standing Orders).

272. County Council Welsh Language Policy.

The County Council had amended its Welsh Language Policy and as a result Town and Community Councils had been invited to make comments / observations. The policy document had been attached for member’s observations at Appendix C.

273. Applications for Grant Aid from the Council 2006/7 Year.

This matter had been adjourned from the last meeting for members to consider any amendments to my draft documents. The Town Clerk had received no comments from members in the interim but he had varied the document in the light of initial comments made at that meeting to emphasise that the form only needed to be completed by organisations, voluntary groups and charities who were seeking grant aid and not individuals. The revised documents were therefore enclosed as Appendix D.

Members agreed that this was a very thorough and well thought out document, which would indicate to applicants whether they were eligible, and also save time by detailing which documentation was required to add to the application.

Members agreed to adopt the procedure and documentation associated with Grant Aid applications.

274. Parking Restrictions In Pembroke Dock.

Following the last Town Council Meeting the Town Clerk had written to John Price the Traffic Manager for Pembrokeshire County Council setting out the Town Council's ideas. Some further areas for discussion had subsequently been raised:-

1. Were double yellow lines required on both sides of Bush Street? Could double yellow lines only apply on one side of the road?
2. Revising the restrictions in Dimond Street between Lewis Street and Meyrick Street to allow restricted parking on the southern side for one hour with no parking on the other side. Consideration could be given to moving the current loading bay from its current position in Lower Meyrick Street (adjacent to Barclays Bank) to a site in Dimond Street, say near the Teapot Café /Clinton Cards (space for one vehicle).
3. Whether there was still a need for the current no parking restrictions which operate every day from 0800 to 1800hrs at Treowen Road adjacent to the Spar Shop and the former Pennar Filling Station.

The Town Clerk asked members to consider if there were any other areas where amendments should be made. The original order was made in 1981 and the Town Council had the opportunity of an input into any revision that was planned. It was important that the Council take a holistic approach to the proposed revision given that the scheme had been put together when main traffic came through the town i.e. before the opening of Western Way.

There would also be an input from the County Councillors for the area.

The Town Clerk had received that day additional documentation from the County Council which answered some of the members' questions. Copies of that documentation had been circulated to members at the meeting. He requested members' comments

Discussion ensued regarding the roundabout on Laws Street/Bush Street and whether this should be removed leaving Bush Street as a through road and having a stop sign at the top of Laws Street where it intersects with Bush Street.

It was agreed that the question of traffic flow and parking restrictions should be deferred and brought back to the next Town Council meeting.

275. CCTV Coverage within Pembroke Dock.

The Mayor, Councillor Ron Watts, had asked that this topic be included as an item for discussion. There was a perception that the current CCTV cameras were not picking up as much crime as previously and that when footage was required for prosecution purposes the cameras were not producing suitable relevant information. The Town Council might also like to consider if there were other areas within the Town which could benefit from the provision of CCTV cameras e.g. the area covering the cross roads at Bush Street, St. John's and St. Peter's Road. Members were reminded that in the 2006/7 budget an additional £500 had been earmarked to go towards funding of new cameras. The Town Clerk had approached Acting Inspector Gareth Thomas at Pembroke Dock Police Station for some statistical information about incidents and whether a new camera location was justified.

Following discussion regarding damage to cars parked in the town, damage to outside Christmas lights and cars speeding up on approach to the School crossing, it was agreed that the Town Council should be asking the following questions:

- (1) Are the cameras working?
- (2) Are they being monitored?
- (3) Are they recording?
- (4) How long are the records kept?

The Town Clerk was requested to write to Acting Inspector Gareth Thomas asking the above questions and whether additional locations for CCTV cameras would be considered in the future and the associated costs involved.

276. Pembrokeshire Local Health Board.

Councillor Paul Weatherall had asked to raise this matter concerning health procedures / working practices.

Councillor Weatherall outlined three cases which had raised concerns regarding Nurse Practitioners prescribing medication without seeing patients.

He was also concerned that parking fees were payable in the disabled bays used for dropping-off and picking-up at Withybush Hospital.

He was advised that the Community Health Board should be contacted if the people concerned wanted to follow-up these issues.

277. Election of a Town Councillor for the Pennar Ward.

The Town Clerk had been notified by the Elections Office Manager for Pembrokeshire County Council that the vacancy would be filled by means of an election. Nominations would need to be received at the Elections Office by Friday 17th February with the election date, if there was a contest, being set as Thursday 16th March 2006.

This information had been provided for Members for information purposes.

278. Pater Hall Community Trust.

The Town Clerk advised Members that the Trust had been in correspondence with the Charity Commission regarding the lease of the Hall. The Commission were concerned that the Trust did not identify the additional work required to reduce dampness and rectify the porous external brickwork until it was raised by the structural survey. The Town Clerk was hopeful that the matter could be resolved shortly and the leases could then be signed. He advised members that work on the windows, external brickwork and paintwork at the rear of the premises was scheduled to start early in the new financial year and that the new rear windows were in the process of being made.

Policy and Procedures in respect of staffing for both the Pater Hall Community Trust and the Town Council were in the process of being finalised. These would need to be approved by both the Town Council and the Trust. The Fire and Bomb Warning instructions had been approved by the Trust and appropriate notices had been placed around the building.

279. Community Policing.

The Town Clerk had received a letter from County Councillor Tony Wilcox on the above topic. He had proposed that a semi-informal meeting should be held at perhaps quarterly intervals at which County Council Members for South Pembrokeshire together with representatives of Town / Community Councils would meet with representatives of the Dyfed Powys Constabulary to discuss issues affecting Community Policing. The first meeting had been arranged for Tuesday 21 March at the Pater Hall commencing at 1915hrs (7.15pm). He had asked that the Town Council nominate a representative to attend that meeting.

PROPOSED by Councillor D.L. Jones
SECONDED by Councillor Mrs. P.E.M. Folland

RESOLVED-

That Councillor Mrs. C. Fortune should attend the meeting on 21st March as the representative of the Town Council.

280. Applications For Financial Assistance.

(a) South Pembrokeshire Stroke Club

The Town Clerk had received a letter from Mr Ted Hissey who is Vice Chairman of the above club which meets once a month at the Pembroke Dock Cricket Club. He had asked whether the Town Council would be prepared to make a contribution towards the cost of travel for their members etc.

Members' instructions were requested.

PROPOSED by Councillor
SECONDED by Councillor

RESOLVED-

That the Town Council should write to Mr. Hissey asking for further information and documentation such as that asked for in the draft Eligibility Criteria for the Award of Grants and defer their decision until this information had been received.

(b) All Pembrokeshire Cruse.

The Town Clerk had received a letter dated 6 February from Ms Dianne Williams who is Administrator of the above group. Ms Williams had provided a copy of the Branch's accounts and asked that the Council consider whether they could financially support the work the organisation provided within Pembrokeshire.

RESOLVED-

That All Pembrokeshire Cruse be advised that they do not fall within the criteria of the Council's policy, i.e. organisations based in Pembroke Dock.

(c) Report back from Jason Scourfield and Mark Evans.

Members were asked to note that the two fencers from Pembroke Dock who represented Wales at the Commonwealth Junior Fencing Championships in India at the end of January had returned with two bronze medals. The Town Clerk had received a letter thanking the Town Council for their support. Members suggested that the Town Clerk should send a letter of congratulations to Jason Scourfield and Mark Evans for their achievement.

281. Pennar Ward – Road Exit Contingency Plan.

The Town Clerk had received a letter from Mr Keith Blackburn, Secretary of the Pembroke Dock Civic Society, who had informed him that the County Council had confirmed that in the event of a blockage of traffic in Treowen Road, emergency vehicles would proceed via the tarmacked single pathway from Presely View via Cross Park and Owen Street via Kings Lane.

There was some confusion regarding this route and the Town Clerk and Mayor agreed to investigate this.

282. Supplementary Planning Guidance

The Town Clerk had received a letter from Mr P D Sedgwick who is the Forward Planning Officer for the County Council concerning the observations which this Town Council submitted on the draft Supplementary Planning Guidance (SPG). He confirmed that with some minor amendments the document had been adopted as County Council policy from December 2005. The SPG could be viewed on the County Council's Website.

283. Planning Appeal.

The Town Clerk had been informed by the County Council that the appeal made by Mr and Mrs Brailey of the Prince of Wales Public House, Laws Street, Pembroke Dock would be heard at the County Council Customer Service Centre in Argyle Street, Pembroke Dock on Tuesday 7th March 2006 starting at 1000hrs. The appeal related to an enforcement notice served on the property. The Town Council made no observations on the original application.

284. Planning Applications

05/1285/PA	Celtic Homes (Properties) West Furzton Farm, Maidenwells, Pembroke SA71 5EH	Plots 6 and 7 Adjacent to Sycamore Street, Bufferland, Pembroke Dock – Erection of two dwellings
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PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor Mrs. P.E.M. Folland

RESOLVED-
That the Town Council have no
objection to this application.

05/1287/PA Alan Ewings
32 St. Teilos Road
Pembroke Dock.

43 St. Teilos Road
Pembroke Dock, SA72 6LJ –
Erection of two storey extension

PROPOSED by Councillor P. Weatherall
SECONDED by Councillor Mrs. P.E. George

RESOLVED-

That the Town Council have no
objection to this application.

05/1290/PA Kevin Wheeler,
Celtic Biodiesel Ltd
The Glen
Dreen Hill,
Haverfordwest.

The Cargo Shed,
Royal Dockyard
Pembroke Dock SA72 6TD –
Change of use of part of dockyard warehouse to
recycling waste vegetable oils and other virgin
oils such as rapeseed oil.

PROPOSED by Councillor K. Higgs
SECONDED by Councillor Mrs. V.M.J. Roach

RESOLVED-

That the Town Council have no objection to
this application.

05/1301/PA Reserve Forces and
and Cadets Assoc.
Centre Block
Maindy Barracks,
Cardiff CF14 3YE.

Army Cadet Centre, Pier Road,
Pembroke Dock –
Proposed Modular Building

PROPOSED by Councillor Mrs. P.E. George
SECONDED by Councillor D.L. Jones

RESOLVED-

That the Town Council have no objection
to this application.

285. Planning Decisions

05/1087/PA Improvements to existing retail shop including shopfront re-render, decorate
and repair – 73 Queen Street, Pembroke Dock - **Approved**

143. SUPPLEMENTARY REPORT OF THE TOWN CLERK

286. Joint Unitary Development Plan – Proposed Modifications and Proposed Supplementary Planning Guidance.

The Town Clerk reminded Members that the Planning Inspector recently published his report on the above plan. The County Council and the National Parks Authority had now responded to those comments / recommendations and a revised joint plan was now available for inspection. A copy was held by the Town Clerk which was extremely bulky. The Town Council did not make any comments on the last proposed plan and there were no comments / amendments made by the Inspector to the proposed plan as it affected the Town Council area.

Supplementary Planning Guidance had also been produced on:-

- (a) Loss of Hotels and Guest Houses in the Pembrokeshire Coast National Park Area.
- (b) Affordable Housing in Pembrokeshire
- (c) Biodiversity and Development in Pembrokeshire
- (d) Low impact development Making a Positive Contribution

A copy of these last four items of Supplementary Planning Guidance would be circulated to members. Any representations were required by 15th March 2006.

287. Pembrokeshire and Derwen NHS Trust – Service Reductions and Changes – Public Consultation.

The Town Clerk had received notification that the Trust intended holding two public meetings at which there would be a presentation about the proposed changes etc. These would be held as follows:-

1930hrs (7.30pm) Tuesday 21st February at the Picton Centre, Haverfordwest.

1930hrs (7.30pm) Monday 27th February 2006 at Pembroke Town Hall

The changes proposed include:-

The Minor Injuries Units at both Tenby Cottage and South Pembrokeshire Hospital would close from 2200 to 0800hrs.

The temporary closure of 5 in-patient beds at South Pembrokeshire Hospital would continue until commissioning of the new hospital facility in autumn 2006.

The temporary closure of the Cleddau Day Hospital in South Pembrokeshire Hospital (Rehab Unit) would continue until commissioning of the new hospital in Autumn 2006 (or until an alternative location was determined if earlier).

The District Nurse On-Call Service will cease and will be replaced by a District Nurse working in A&E at Withybush between 2330 and 0800hrs (11.30pm to 08.00am), to respond to calls and to make home visits if necessary.

The Town Council has been invited to send representatives to either of those meetings.

Councillor S. Perkins said that the last meeting that had been held had been very poorly attended and that Members should ensure that the date and venue of the next meeting was widely publicised to members of the public, as this was an important meeting for the community.

288. Training On Planning

The Town Clerk had received confirmation from Mr David Lawrence that he was prepared to run a training evening on dealing with planning. The evening would not cover every aspect of planning but would cover the vast majority of items which this council would need to consider when making observations on applications. The evening would last no more than two hours. The Town Clerk requested members to indicate what evenings would be suitable and he would then make the necessary arrangements. Members agreed that a Thursday evening some time in March would be most convenient.

289. Project Briefing in Respect of Wave Energy Application made by Wave Dragon Wales Ltd.

Members were reminded that the company wrote to the Town Council concerning the planning application it had made regarding making use of wave energy to produce electricity. The Town Clerk had received a letter from the company stating that they intended holding a project briefing at Marloes Community Hall on Friday 3rd March from 1500 to 1700hrs (3.00 to 5.00pm). The invitation was for one member of the Council or its officials to attend.

Councillor S. Perkins and the Town Clerk agreed to attend.

290. Applications For Financial Assistance.

The Town Clerk had received two further applications for assistance:-

(a) Pembrokeshire Crossroads.

This charitable organisation is seeking financial support for its work of supporting those within the community who are carers. The assistance includes providing respite cover for carers.

RESOLVED-

That Pembrokeshire Crossroads be advised that they do not fall within the criteria of the Council's policy, i.e. organisations based in Pembroke Dock.

(b) Mrs Tozeland.

Councillor S. Perkins and Mrs. P.E. George declared their interest in this matter.

Mrs Tozeland is the Treasurer of the Pembroke Dock Midsummer Festival and has been asked to put on a dance with a big band in the Pater Hall on Friday 16th June 2006. She has

asked whether the Town Council would be willing to meet the cost of the hire of the Hall for that event which is likely to be in the region of £60 to £70.

Members agreed that it would be preferable for the Festival Committee to make an application direct to the Council for grant aid who would then be responsible for administrating how it was distributed to the various activities that had been arranged. An alternative approach in respect of the hire of the Pater Hall would be to make an application to the Pater Hall Community Trust asking for use of the Hall free of charge.

The Town Clerk agreed to write to Mrs. Tozeland accordingly.

291. Application For Premises Licence.

Councillor D.T. Esmond declared his interest in this matter and took no part in the discussion.

The Town Clerk had been notified by the County Council that Pembroke Dock Quins FC Club had applied for a variation of their current licence to the following:-

Liquor Hours to be extended to midnight from Sunday to Thursday and 0100hrs on Friday and Saturday with the premises open until 30 minutes after closure of the bar.

Provision of indoor sports – Pool and Darts.

Increased occupancy from 125 to 200 people. Provision for Dancing as well as live and recorded music.

PROPOSED by Councillor S. Perkins
SECONDED by Councillor P.G. Gwyther

RESOLVED-

That the Town Council have no objection to this application.

292. Street Naming.

The Town Clerk had attached copies of the latest correspondence between the Town and County Councils on this matter as Appendix E. As had been stated at the last Town Council Meeting the County Council continued to maintain that there was nothing wrong with their current procedures and had now supported that opinion with explanations. With regard to the comments about giving reasons for the decision the Town Clerk commented that the current UK Central Government Guide to Judicial Review stated the following ;-

“Recording decisions helps encourage careful decision making. A record can show that decision-makers addressed their minds to the relevant issues and followed the principles of good administration. Whether there is a legal duty to record reasons will depend on the particular circumstances of the decision. Further, the absence of recorded reasons may lead to a presumption that a decision was “irrational”. But even where there is no strict duty in law, the need for Departments to give reasons means that, for practical purposes at least, reasons must always be recorded.”

The introduction of the Human Rights Act in 1998 encouraged decision making bodies to give clear reasons for decision. The Town Clerk felt that it was unfortunate that the County Council did not wish to follow the guidance issued by central government to civil servants in these types of cases.

He saw little point in taking further issue with the County Council on these matters as the costs involved to proceed to Judicial Review would be excessive (Barristers Fees at £500 per hour as a minimum). He concluded that his view was that the procedures currently operated by the County Council were sloppy but there was nothing more the Town Council could do to rectify the situation and we should now move on.

293. Conferring The Freedom Of Entry To Pembroke And Pembroke Dock By HMS Pembroke.

With regard to the ceremony which is planned to take place on Saturday 2nd September 2006, the Mayor updated members with the current programme of events over that weekend.

He said that a meeting had been attended by all the interested parties and a programme of events had been agreed upon.

Chevron/Texaco had agreed to sponsor a luncheon at the Cleddau Bridge Hotel on Sunday 3rd September.

The ceremony had to be arranged for September because HMS Pembroke did not return from NATO duties until then.

294. Quiz Night.

The Mayor of Pembroke, Councillor Aden Brinn, had invited the Mayor, Councillor Ron Watts, to enter a team for a Quiz Night which was to be held in Pembroke Town Hall on Friday 24th February. He asked if any member wished to take part to let the Mayor or Town Clerk know. Teams would consist of 4 to 6 members.

295. Planning Applications

05/1150/PA Land off Victoria Road, Pembroke Dock – Erection of one dwelling
This application had been withdrawn

05/1323/PA	Mr. G. Williams 26 London Road Pembroke Dock SA72 6DT	Adj. Llanion House London Road, Pembroke Dock – Erection of one dwelling
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PROPOSED by Councillor K. Higgs
SECONDED by Councillor D.T. Esmond

RESOLVED-

That the Council recommend refusal on the grounds that the development does not preserve or enhance the conservation area.

05/1329/PA Govan Davies Estates 1b Stockwell Road, Llanion
Stephens Green Pembroke Dock –
Milton, Tenby Erection of one dwelling

Councillor S. Perkins declared her interest in this matter and took no part in the discussion and did not vote.

PROPOSED by Councillor P. Weatherall
SECONDED by Councillor K.C. Higgs

RESOLVED-
That the Town Council have no objection
to this application.

296. Planning Decisions

05/0019/AD – Erection of a sign – Land fronting Retail Park, London Road, Pembroke Dock – **Approved**

05/0199/PA – Erection of three dwellings – Thorn Cottage, Beach Road, Llanreath, Pembroke Dock - **Refused**

05/0472/PA – Refurbishment of 2 no. steel framed buildings to provide a Trade Facility and stock storage plus a new steel framed showroom plus trucking yards and external stock storage – Units 1,2 and 3 Eastern Avenue, Waterloo Industrial Estate, Pembroke Dock – **Approved**

05/0644/PA – Alterations and extension – 55 Stranraer Road, Pembroke Dock – **Approved**

05/0900/PA – Erection of 4 No. retail units – Land between Asda and St. Govans Centre, Pembroke Dock – **Approved (Outline)**

05/0941/PA – Residential Development – 18 dwellings – Ridge View Close, Ferry Road, Pennar – **Approved**

05/1025/PA – Erection of one dwelling – Plot 6, Lower Beach Road, Llanreath, Pembroke Dock – **Outline planning permission granted**

05/1036/PA – Erection of Garage (partly in retrospect) – Plot 10, Fairways, Pennar Park, Pembroke Dock – **Approved**

05/1084/PA – Extension of existing access road and provision of 14 additional car parking spaces for adjacent Health Centre – Argyle Street, Pembroke Dock – **Approved**

05/1118/PA – Erection of one dwelling – Adjacent to Sutton House, Beach Road, Llanreath, Pembroke Dock – **Refused.**

144. REPORT OF THE FINANCIAL OFFICER

30. Payment of Accounts

The following accounts were submitted for approval of payment:

142	Mrs. M. Payne – Donation	£100.00
143	Pembroke Dock Community Website Project – Grant	£400.00
144	Pitney Bowes – Maintenance of Postage Meter	£11.74
145	Completely PC – Computer Sundries	£39.99
146	Pitney Bowes – Postage	£50.00
147	One Tel – Telephone Calls	£1.53
148	Hagemeyer – Materials – Christmas Lights	£19.51
149	Grahams Hoist Services – Removal of Christmas Lights	£500.00

Account No. 142 was paid out of meeting.

PROPOSED by Councillor Mrs. C.Fortune
SECONDED by Councillor Mrs. P.E. George

RESOLVED-

That Account Nos. 142-149 be approved for payment.

31. Salaries and Wages

The gross sum of £4537.35 was paid in respect of Salaries, Wages, Tax and N.I. during the month of January 2006.

145. BUDGET UPDATE

The Town Clerk enclosed for Members' attention the latest Budget report for the period ending 31 December 2006 together with an idea of the Council's probable spending by the end of the Financial Year. He stated that the overall position was that the Council should be within £3278 of the estimated expenditure, i.e. 2.5%. The Council's income would be higher than that anticipated to the tune of £5611. He was hopeful that there would shortly be an agreement with the County Council with regard to the Tourist Information Signs and that the Council would be able to order them without undue delay. The projected costs for these were £6874 together with the cost of £50 per sign to the County Council in respect of a Licence for each one. He had written to the Townscape Heritage Initiative to ask them to confirm that they were satisfied with the price quoted and that they would also assist with installation costs of some £3200. It was hoped that payment would be made in this financial year but this depended upon County Council approval for the work. The Town Council's cost to purchase and install the signs would therefore come to some £5162 after receiving grant aid. The Town Clerk had not included these figures in the anticipated expenditure since the project may not be finished by the end of the financial year, however, members would need to keep these figures in mind as possible additional expenditure.

Members were asked to note that there was an overspend in the money allocated to Christmas Lighting. This was because it was considered that the Council should replace some of the existing lights which have passed their useful lifespan. The Town Clerk had now received a

quotation for new lights from a second company following a meeting with their representative that afternoon. The idea was that Meyrick Street and the Star Crossing would have a new display for Christmas 2006. This meant that we would be some £3000 above budget for this year, however, we were able to take advantage of a 15% discount on items purchased up to 31 March 2006 and as a result likely budgeted expenditure for 2006/7 in this area would be reduced.

The Town Clerk when meeting the second contractor that afternoon had also discussed the ideas which had been put together by Councillor Mrs. P. George, Mr. J. Pickering (currently our contractor for Christmas Light installation) and Mr. Jeremy Jones (Council Handyman and Pater Hall Caretaker). The representative of Messrs. Blachere Illumination UK viewed the area to be illuminated and on inspecting some of the lighting columns advised the Town Clerk that the adaptation did not conform to the code of practice for the Installation, Removal and Testing of Seasonal Lighting (NICEIC Regulations). He made reference in particular to Commando sockets and seals together with the need for items to be double sheathed. The Town Clerk would be writing to Mr. Pickering asking if the lighting columns and adaptations which had been made did conform to the code of practice, and whether some additional work was required to the columns which would then comply with the NICEIC regulations in order to be prepared for Christmas 2006.

PROPOSED by Councillor S. Perkins
SECONDED by Councillor P. Weatherall

RESOLVED-

That Messrs. Blachere and the Festive Lighting Company provide Christmas lights as set out in the Town Clerk's memo dated 16 February 2006 and that appropriate fuses etc. be also purchased.

The cost of lights being £3219.91 for Meyrick Street at the Star Square, £585.04 for Christmas Tree lights, £166.75 for Repair Kits together with associated brackets and fuses at £1150.00. Further Repair Kits would also be purchased as necessary to repair existing displays.

With regard to the crockery used for entertaining visitors, the Town Clerk asked Members to consider whether they should add items to the existing set of crockery or replace the whole set with white crockery, and gave members the costings for each option, as shown in his memo dated 16 February 2006.

Following discussion it was

PROPOSED by Councillor Mrs. P.E. George
SECONDED by Councillor D.L. Jones

RESOLVED-

That the Town Council should add items to the existing set of crockery together with replacement glasses and cutlery.

146. ANY OTHER BUSINESS

(a) **Joint Twinning Committee**

The Town Clerk reported that Warren Zarra from Pembroke Malta Council would be coming to the Pembroke Town Hall on Friday 24 February to meet members together with the representatives of the Griffon Choir and Pembroke Male Voice Choir to discuss the possibility of arranging a short concert tour later this year. The meeting would commence at 1030 am. Members wishing to attend would be welcome.

(b) **Town Trail**

The Mayor, Councillor Watts, reported that the Town Trail was now taking shape with 28 out of a total of 37 pavement signs now in place. It was hoped that the Town Guide Leaflet which would need to be bilingual would be available shortly.

(c) **Article in the Western Telegraph regarding Prayers at the start of Town Council Meetings**

Councillor David Jones brought to Members' attention the article concerning this matter which had appeared in last week's paper. He asked the Mayor if he had been correctly reported with regard to the reasons for the change. Councillor Ron Watts stated that he had been misquoted. The Western Telegraph reporter, Mr. Simon Carr, confirmed that he had submitted an article but that this had been amended by the Editor.

The meeting ended at 2125hrs.

Mayor