

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday, 1st December, 2005 at 6.30 p.m.

PRESENT:

Councillor R.G. Watts, Mayor
D.T.Esmond, Mrs. P.E.M. Folland
Mrs. C. Fortune, P.G. Gwyther, D.L. Jones,
S. Perkins, P. Weatherall

IN ATTENDANCE:

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

The meeting was opened with Prayer.

106. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs. P. George, K. Higgs, Mrs. J.M. Rees, and Mrs. V.M.J. Roach

107. MINUTES

PROPOSED by Councillor Mrs. P.E.M. Folland
SECONDED by Councillor P. Weatherall

RESOLVED-

That the Minutes of the last meeting of the Town Council held on 10th November be adopted as circulated.

108. MATTERS ARISING FROM THE MINUTES

(a) Minute 99(b) – Vandalism/Antisocial Behaviour in Pennar

The Town Clerk reported that he had spoken to Acting Inspector Jackie Blackmore 3-4 weeks ago regarding this matter, and that he had also spoken that day to Inspector Thomas. The police were hoping to be present at the next community meeting to be held on the 2nd Tuesday of the month in Pennar (13th December).

With regard to the lighting in Owen Street, the Town Clerk read out to Members a letter he had received from Pembrokeshire County Council which stated that the existing street lighting provided along Owen Street was installed to the required standard for this type of lighting and they had no proposals to provide any additional lighting. They had also spoken to the Head of the Junior School who were not aware of any anti-social behaviour or vandalism occurring within the school grounds. Comments had been made regarding light intrusion from the existing light attached to the school from adjacent properties and they would not wish to exaggerate the situation by installing any additional lighting.

Councillor S. Perkins suggested that this matter needed to be taken back to the residents in Pennar, who could then refer it back to the Town Council for their next meeting. Councillor Mrs. Fortune agreed to refer this back again to the residents in Pennar.

(b) **Minute 99(f) – Spring Bulbs, etc.**

The Town Clerk reported that the tubs with spring bulbs, etc. will hopefully be in place just after Christmas. He had been advised that better plants would be available after Christmas.

(c) **Minute 99(g) – Town Council Computer System**

The Town Clerk reported that he had taken a quote from the Internet from Dell of £1500 for the purchase of a laptop computer. No other quotes had been obtained. He will place the matter before the next Town Council meeting with specific quotes. Because specific software was required then costs were increased.

(d) **Minute 99(i) – Play Areas**

Councillor S. Perkins asked Councillor R. Watts to clarify the situation with regard to the minute concerning Play Areas. Councillor Watts stated that he and Councillor Esmond were looking at the possibility of appointing one person to look after and repair play ground items. This would be a joint effort involving other town councils/community councils. Councillor Esmond said that he wanted the facilities for children to be developed instead of being reduced, and that there was a danger of letting our children down if nothing was done. Councillor Perkins stated that the Town Council would need to draw up a policy if they were to take on the responsibility of play areas, and would need to look for funding. Councillor Watts advised the meeting that the Big Lottery had also indicated that they may be able to support Playground Equipment schemes and had recently written to County Councils on the matter.

Councillor Watts said that they hoped that they would be able to come back with an answer shortly.

(e) **Minute 166 – Appeal under the Town and Country Planning Act 1980 in respect of site at 2 Park Street, Pembroke Dock**

The Town Clerk reported that he had written to the Planning Inspectorate in relation to the Appeal and conveyed to them what had been said at the last Town Council Meeting.

(f) **Minute 167 – Current status of “The Green” area at Queen Street East Pembroke Dock**

The Town Clerk reported that he had received an acknowledgement to his letter sent to Pembrokeshire County Council regarding this matter.

(g) **Minute 168 – Provision of Public Toilets within Pembroke Dock**

The Town Clerk reported that he had received an acknowledgement to his letter sent to Pembrokeshire County Council regarding this matter.

(h) **Minute 173 – Dyfed Powys Police**

The Town Clerk advised that Inspector Thomas had arranged for 3 placements to accompany the police on Saturday 10th December from 2100-2400midnight and any Member who wished to accompany the police on that evening should let him know.

(i) **Minute 174 – Withybush Hospital**

The Town Clerk advised that he had received a reply from the Acting Chief Executive of Pembrokeshire and Derwen Trust NHS, Mrs. M. Hodgeon, which stated that there was no intention of downgrading facilities and that the people of Pembrokeshire would be consulted about any plans to change existing facilities. She concluded her letter by saying “I would like to reassure you that any permanent changes to services provided by the Trust would only be made after formal consultation with the people of Pembrokeshire. We have no wish or interest to ignore the needs of the people of Pembrokeshire.”

(j) **Minute 177 – Letter from Mayor of Haverfordwest regarding Haverfordwest Fire Station**

The Town Clerk advised that he had received a standard reply from the Chairman of the Fire Authority which stated that the proposal to move to day crewing at Haverfordwest currently had been deferred at the request of the Welsh Assembly Government until the new guidance on Integrated Risk Management planning was received.

(k) **Minute 185 – Badges for Staff and Councillors for Civic Occasions etc.**

The Town Clerk reported that he had received a quote from Badgemaster of £148 for the setting up of the badges and thereafter £3.65 per badge.

Following discussion it was agreed not to accept the quote from Badgemaster, but to make our own badges using the Town Council computer.

(l) **Minute 186 – Invitation**

The Mayor, Councillor Watts, reported that County Councillors for Pembroke Dock had not been invited to the recent informal buffet reception for Pembroke and Pembroke Dock Town Councillors. It was agreed that this was not a Town Council matter as invitations had been issued by the County Council. Councillor S. Perkins agreed to speak to the County Councillors affected.

(m) **Minute 188 – Pater Hall Community Trust**

The Town Clerk reported that the Standards Committee would be meeting the following week when the matter of the re-organisation of the Trustees of the Pater Hall Community Trust with regard to the position of the Mayor, Councillor Watts would be considered.

(n) **Minute 190 – Pembroke Dock Christmas/Winter Festival**

The Town Clerk confirmed that the Christmas Festival would take place on 10th December 2005 with Father Christmas arriving at Memorial Park at 6.30pm and travelling by sleigh to Lower Meyrick Street. The Christmas Tree lights would be switched on at 7.00pm followed

by carol singing around the tree in Lower Meyrick Street. At 7.30pm approximately there would be a Fireworks Display from the Martello Tower in Front Street.

(o) **Minute 193 – Street Naming**

The Town Clerk reported that he had received a letter from County Councillor Brian Hall regarding this matter to which he had drafted a reply. Copies of both these letters had been given to Members so that Members could confirm that they were satisfied that the Town Clerk's reply should be sent.

Members agreed that the letter should be sent with an additional paragraph noting that a street in Milford Haven had recently been named after a prominent local figure and whether the procedure followed by County Council officials was different in this instance.

The meeting was suspended at 1915hrs for the presentation given by Margaret Burnett of Pembrokeshire Counselling Services.

109. MARGARET BURNETT – PEMBROKESHIRE COUNSELLING SERVICES

Margaret Burnett informed the Town Council that Pembrokeshire Counselling Services which was a voluntary service, had been running for 12 years and had 25 qualified and trained counsellors, of which 17 were female and the rest male. She said that it required £14000 a year to run the service which was funded from charity. The counsellors were paid no money for their time, but were given travelling expenses and training days were put on for them. The service also had to pay for insurance.

The Service, which is a generic service, deals with people of all ages, from 9-90, and 5.5 thousand people have been helped by them. The service is bilingual.

Margaret Burnett invited questions from the Town Council and thanked them for allowing her to attend the meeting as she felt that Members should be aware of this charity. The Mayor, Councillor Watts, thanked Ms. Burnett for attending the meeting and giving her presentation.

1945hrs – The Town Council meeting resumed

110. REVIEW OF LOCAL SERVICE DELIVERY IN WALES

Members had agreed at the meeting held on 10th November 2005 to bring this matter to this the next Town Council Meeting.

Following discussion, it was

PROPOSED by Councillor S. Perkins
SECONDED by Councillor D.T. Esmond

RESOLVED-

That a Sub-Group comprising:
Councillor D.T. Esmond
Councillor R.G. Watts

be formed to work with the Town Clerk in order to compile a response which would be brought to the Town Council Meeting on 5th January before sending off a response by 3rd February 2006.

111. NATIONAL ASSEMBLY FOR WALES DOCUMENT - THE CASE FOR CHANGE – THE PROVISION OF HEALTH SERVICES IN WALES

This matter had been brought back from the previous Town Council meeting when the Council had been asked to consider a Consultation Document called “The Case for Change” and send their observations by 31st December 2005 to the respective Assembly Members.

Councillor D.T. Esmond said that good centres of excellence within reasonable travelling distance were required, without losing local core services.

The Town Clerk agreed to send a response accordingly.

112. GUIDANCE CONCERNING PLANNING APPLICATIONS

- (a) **Alterations and Extensions to Dwelling Houses**
- (b) **A Model Design Guide for Wales – Residential Development**
- (c) **Shopfront Policy and Design Guidance**

This matter had been brought back from the previous Town Council meeting when Members had been given a draft copy of the above Planning Guidance documents.

Members agreed that the documents gave a good presentation of what those concerned with planning matters should be looking at in Pembrokeshire and that they were happy with it. They believed that having produced this guidance, then the County Council should adhere to it.

The Town Clerk agreed to send an appropriate response.

113. REVISED STANDING ORDERS AND MEMBERS CODE OF CONDUCT

PROPOSED by Councillor R.G. Watts
SECONDED by Councillor P. Weatherall

RESOLVED-

That the Revised Standing Orders and Members Code of Conduct be accepted.

114. REPORT OF THE TOWN CLERK

197. Consultation Document From Welsh Assembly Government On Three Year Revenue And Capital Settlements For Local Authorities In Wales

The Town Clerk had received a report concerning the above topic which sought the view of Local Authorities and others on a proposed change to the current arrangements. Although it was primarily aimed at County Councils it did seek other authorities' views as to whether a revision would enable better planning on the use of resources provided by the Assembly. This was just as relevant to Town and Community Councils as County Councils since the Town Council would need to think about their precept over a three year and not just a one year period of time. Planning the use of its resources over that period would also be a must. There was also the possibility raised in the report that some of the services to be provided by the County Council could be contracted out to Town/Community Councils, e.g. street cleaning, playgrounds, etc. The closing date for responses was 27 January 2006.

Members' instructions were sought as to whether they wished to appoint a sub group to work with the Town Clerk with a response, whether Members wished the Town Clerk to make a presentation of the issues to the next Town Council meeting or whether Members wanted the Town Clerk to respond as he considered appropriate.

Following discussion it was agreed to refer the matter to the same Sub-Group comprising Councillor R. Watts and Councillor D. Esmond, who were to consider the response to the Review of Local Service Delivery in Wales.

198. Town Councillors' Involvement Upon Premises Licensing

The Town Clerk had been in correspondence with the County Council on this matter following information read in a national newspaper by Councillor K. Higgs. The Town Clerk confirmed that the advice of the County Council Legal Department was that there was no physical geographic limit on representations that would apply to County or Town/Community Councillors.

199. Resignation Of Town Councillor

The Town Clerk had received a letter of resignation from Councillor David Brinn due to increasing work and personal commitments. Mr. Brinn had been co-opted as a Town Councillor in August 2003. The question to be decided was whether the Council wished to co-opt another member or whether an election should be called. It would be necessary to follow set statutory procedures and liaise with the County Council.

Members requested the Town Clerk to write to Pembrokeshire County Council asking for the relevant notices which could then be displayed/advertised.

200. Licence Applications

Councillor D. Esmond declared his interest in this matter, took no part in any discussion and did not vote.

(a) **Station Inn, Hawkstone Road, Pembroke Dock SA72 6HN.**

The application consisted of the following:-

Alcohol (on and off the premises)

Monday – Thursday 1100-2400
Friday and Saturday 1100-0030
Sunday 1100-2300

The premises would be open for half an hour after the closure times shown above.

(b) **Pembroke Dock Bowls Club**

The application from this members' club was as follows:-

Alcohol (on and off premises)

Monday – Sunday 1000-0030hrs

(c) **Travelodge, Pier Road, Pembroke Dock**

This application had been made by the applicant on 10 November 2005 but had been rejected by the County Council.

201. Applications For Financial Assistance

(a) **Age Concern, Pembrokeshire**

The Town Clerk had received a letter from the Chairperson of Age Concern, Pembrokeshire, seeking financial assistance for their work. The letter pointed out that by 2020 over 50% of the County's population would be over 50. The letter also indicated that their clientele was throughout the County.

Members agreed to defer this request to the next meeting in order to check whether a donation had been given in previous years as the Town Council's policy was to give to organisations only based in Pembroke Dock. A balance sheet would also be required.

(b) **National Eisteddfod of Wales**

The 2006 National Eisteddfod is to be held in Swansea and the Town Clerk had received a letter requesting a donation towards the event.

RESOLVED-

That the National Eisteddfod of Wales
be advised that they do not fall
within the criteria of the Council's

policy, i.e. organisations based in Pembroke Dock but if a group or a school based in Pembroke Dock required funding they should apply individually.

(c) **Urdd Gobaith Cymru**

The Town Clerk had received a further letter from the above organisation which indicated that within Pembroke Dock there were three schools (Pennar, Pembroke Dock Junior and Bush Secondary) which had Urdd members who participate in various events. The organisation had requested a donation towards their work.

Members' instructions were requested.

RESOLVED-

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

(d) **Dyfed Victim Support**

The Town Clerk had received a letter from the above organisation seeking financial assistance from the Town Council towards their work.

Members' instructions were requested.

RESOLVED-

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

202. Planning Applications

The following applications have been received:

05/0900/PA	Ms. Waters Leonardston Hall, Leonardston, Neyland, Pembs.	Land between ASDA (formerly Co-op) and St. Govan's Centre, Pembroke Dock Pembroke – Erection of 4 No. retail units.
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PROPOSED by Councillor D.T. Esmond

SECONDED by Councillor D.L. Jones

RESOLVED-

That the Council have no objection to this application subject to the cycle way/right of

way being retained.

05/0921/PA PCD Pembrokeshire Ltd Site Adjacent to PCC Contact Centre
Beechwood Park, Argyle Street, Pembroke Dock –
Narberth SA67 7NX Amendment of Condition 2 on Application
04/0078/PA

PROPOSED by Councillor S. Perkins
SECONDED by Councillor D.L. Jones

RESOLVED-

That the Council have no objection to this application.

05/0941/PA Woodenbale, Ridge View Close
White Thorn, Ferry Road,
Hundleton. Pennar, Pembroke Dock –
Residential Development – 18 Dwellings

PROPOSED by Councillor D.T. Esmond
SECONDED by Councillor D.L. Jones

RESOLVED-

That the Council have no objection to this application

05/0963/PA Tesco Stores Ltd. Tesco Store, London Road
PO Box 400 Cirrus Building, Bierspool, Pembroke Dock, -
Shire Park, A roofed enclosure within an existing
Welwyn Garden City fence to form a cage marshalling area.

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

RESOLVED-

That the Council have no objection to this application

203. Planning Decisions

The following decisions had been received:

03/0627/PA **Approval of Reserved Matters** – Non food retail development with
Associated parking and servicing facilities – Land at London Road
Pembroke Dock – **Approved**

05/0666/PA **Amendment of Conditions** – Amendment of Condition 3 of consent
02/0289/PA of architectural barriers (walls/gates) to allow removable

Barrier (collapsible security posts and or horizontal suspended chain etc.)
Beach Cottage, Beach Road, Llanreath, Pembroke Dock - **Approved**

05/0680/PA Erection of one dwelling – Adjacent Llanion House, 26 London Road,
Pembroke Dock - **Refused**

05/0684/PA Erection of one dwelling – Part of Garden Area No.2 Gothic Cottages,
Cannons Lane, Pembroke Dock – **Approved**

05/0745/PA Erection of Dwelling – Plot 34, The Point, Pennar, Pembroke Dock,
Approved

05/0776/PA Erection of one dwelling – Plot 11, The Point, Pennar Park, Pembroke
Dock – **Refused**

115. SUPPLEMENTARY REPORT OF THE TOWN CLERK

204. Town Council Telephone System And Storage Facilities

The Town Clerk had made enquiries regarding an updated telephone system. The Consortium could provide a Cordless Phone and Answering Machine for the Main Office at a cost of £69.99. In addition a small cupboard to secure the portable computer equipment would be required. This too could be purchased from the Consortium at a cost of £87.45.

Members agreed to the purchase of these items.

205. Tourism Information Signs Within Pembroke Dock

Pembrokeshire County Council had confirmed that they were unable to assist financially with the provision of these signs. Looking at the suggestions made at a meeting with the Townscape Heritage Initiative the likely costs for the five sites within the Town were as follows:-

- (a) North End of Lewis Street/North East Corner of Pater Hall
Cheapest Option: £1227.00 Higher Option: £1444.00
- (b) Railway Station
Cheapest Option: £832.00 Higher Option: £1049.00
- (c) Bottom of Gordon Street
Cheapest Option: £1622.00 Higher Option: £1839.00
- (d) Front Street (Western end) and Commercial Row/Albion Square Junction
Cheapest Option: £1424.50 each Higher Option: £1641.50 each

The Town Clerk had placed the manufacture's catalogue on the table to the side of the Council Chamber which illustrated the designs (pages 711-723).

In addition County Council's approval would be required for each siting and payment for a contractor to instal them to the correct specifications as shown on page 720 of the catalogue.

The project would therefore cost between £6350 (lower specification) to £7615 (higher specification) together with installation costs.

The County Council had indicated that they would be able to assist with any technical work which would be necessary to get the signs installed. At this stage the Town Clerk had not approached THI with costings but understood that there was a meeting of the steering group the following week when this could be discussed.

Following discussion it was

PROPOSED by Councillor D.T. Esmond
SECONDED by Councillor S. Perkins

RESOLVED-

That the Town Clerk write to the Townscape Heritage Initiative asking whether they would be prepared to financially assist the Town Council with the purchase of these signs.

206. Fly-Tipping In Pembrokeshire

The Town Clerk had received a letter from Simon Preddy who had been appointed the Fly-Tipping Officer for Pembrokeshire and who would be working closely within the Priority 3 Wards of Pembroke Dock Central and Pembroke Dock Llanion. He is based in Pembroke Dock and is keen to raise awareness of the problems associated with fly-tipping. He could be contacted on 01646 681949 and members were encouraged to speak to him directly if they came across instances of flytipping.

207. Proposed Removal Of Public Payphones

The Town Clerk had received a letter from B.T. concerning their scheme which commenced in September 2004 to re-align payphone provision within Pembroke Dock. They wished to bring to members' attention that the use of the phone at the junction of Treowen Road and Military Road was to be monitored and a decision made later as to its long term viability.

The matter was brought to Members' attention.

208. Application For Financial Assistance

Jason Scourfield of 109, Bush Street, Pembroke Dock, had been selected for the Welsh Team which would take part in the first Commonwealth Junior Fencing Championships. The event would take place from 21-30 January 2006 in Chennai, Madras in India. He was required to contribute some £795 towards the cost of the trip and had written to the Town Council to seek financial assistance.

PROPOSED by Councillors Mrs. C. Fortune
SECONDED by Councillor D.L. Jones

RESOLVED -

That the Town Council grant a donation of £100 to Jason Scourfield towards the costs of attending the Commonwealth Junior Fencing Championships in Chennai, Madras.

209. Planning Applications

The following applications had been received:

05/0983/PA	Mrs. Rees and Mrs. Job Dorina, Lower Meyrick, Street, Pembroke Dock.	Dorina, Lower Meyrick Street, Pembroke Dock – Proposed improvement to existing retail shop including front re- render and repairs.
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PROPOSED by Councillor R.G. Watts
SECONDED by Councillor D.T. Esmond

RESOLVED-

That the Council have no objection to this application.

The following application had been withdrawn:

05/0323/PA Ridgeview Close, Ferry Road, Pennar, Pembroke Dock –
Residential Development

210. Planning Appeal

APP/N6845/C/05/1193405 Prince of Wales, 1 Laws Street, Pembroke Dock, SA72 6DJ.

Appeal Start Date: 17th November 2005 Appellant: Mr. and Mrs. W. Brailey

Pembrokeshire County Council Ref: ENF241

Notification had been received that an enforcement appeal had been made to the Planning Inspectorate by Mr. and Mrs. W. Brailey in relation to the erection of external lighting in the medium of two lines of light bulbs and associated fittings, wiring and trunking along the northern, eastern and western elevations of the Prince of Wales, 1, Laws Street, Pembroke Dock. The appeal was to be decided on the basis of public inquiry.

116. REPORT OF THE FINANCIAL OFFICER

20. Pembroke Dock Old Peoples Welfare Committee

A letter had been received from Mrs. L. Gaccon, Secretary of the above Committee thanking the Council for the generous donation towards a Christmas Party for the Senior Citizens of the Town.

21. Accounts for half-year ended 30th September 2005

As the half-year's accounts had not been considered at the last meeting, a copy was again attached for Members' information. The Town Clerk indicated that on present estimates the Town Council would underspend by some £14,000. He explained that it was important that Town Councillors 'owned' the budget such that areas of underspend were identified and where appropriate additional expenditure put in place. To this extent he pointed out that for example we will need to purchase new Christmas Lights in January to replace ones which had passed their usefulness and to ensure there were not excessive reserves. When it came to discuss the precept requirement for 2006/7 Councillors would need to identify clearly where expenditure for the Town was appropriate, Members agreed to come to the January Budget Meeting with their proposals for expenditure.

22. Payment of Accounts

The following accounts were submitted for approval of payment:

106	Society of Local Council Clerks – Conference Fee	£50.00
107	J.S. Pickering – Installation of Fuses to Lighting Columns – Xmas Lights	£480.00
108	Jewson Ltd. – Materials	£6.09
109	OneTel – Telephone Calls	£13.68
110	Pitney Bowes – Postage	£50.00
111	Royal British Legion Poppy Appeal – 3 Poppy Wreaths	£59.00
112	British Telecom – Line Rental	£87.44
113	M. Roberts – Internal Audit	£100.00
114	The Consortium – Stationery	£130.13
115	Pembroke Boro. Silver Band Instruments Trust – 50% of Instrument Insurance	£199.38

The Town Clerk requested that the following account be added for approval of payment:

116	The Consortium – Stationery	£58.69
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and to note that Account No. 112 had been increased to £87.44.

PROPOSED by Councillor D.T. Esmond
SECONDED by Councillor S. Perkins

RESOLVED-

That Account Nos. 106-116 be approved
for payment.

117. REPORT FROM THE MAYOR

The Mayor, Councillor R. Watts, reported that the Mayor of Pembroke, Councillor Aden Brinn, had visited Malta while the Queen was visiting and had presented a letter to Her Majesty regarding the links between Pembroke and Pembroke Dock and Pembroke Malta and the forthcoming visit of the Harlequins Rugby Team to Malta, which he read out to Members. Councillor Brinn had also laid a wreath on behalf of the people of Pembroke and Pembroke Dock at the War Memorial in Malta.

The Mayor also reported that the date when the Freedom of the Town would be conferred on HMS Pembroke would now take place on Saturday September 2nd 2006 because of NATO commitments.

118. PRIVATE AND CONFIDENTIAL

PROPOSED by Councillor D.T. Esmond
SECONDED by Councillor S. Perkins

RESOLVED-

That the public and press be excluded from the meeting under the Public Bodies (Admission to Meetings) Act, 1960.

