

MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 12th JANUARY 2023

Present Councillors:

D Evans (Mayor)
R Blackburn, L Jenkins, L Asman, D Bush, K Nicholas, R Cowen
A Mortenson, G Jones, D Willington, M Phillips, A Cooke, C Collins

In attendance:

Suzie Thomas (Town Clerk)

The mayor welcomed everyone to the meeting and wished everyone a Happy New Year. Guest Speaker, Mr Tom Sawyer, CEO Milford Haven Port Authority, unfortunately had sent his apologies. Following a discussion, it was resolved to write to Mr Sawyer to see if a representative from Pembroke Town Council could go onto the Liaison Committee and to be kept updated on the Celtic Freeport Bid.

128. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

Apologies Jayne Howes (Assistant Town Clerk)
Pastor Rob James Councillor A Brinn, Councillor Grimes
No declarations of interest

129. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 8TH DECEMBER 2022

The Minutes of the 8th December 2022 were accepted as an accurate record, subject to one alteration to note Councillor Bush as absent and Councillor Grimes as attended.

130. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

No Members of the public spoke or raised any questions

131. MATTERS ARISING FROM THE MINUTES

a) Speed Activated Sign at Golden Grove School (Min 124)

The Following reply has been received from Pembrokeshire County Council:

I recall a non-working obsolete VAS sign being disconnected and scrapped opposite ATS when the 20 zone came in. That may have been the one you referring too?? PCC have policy not to put mains operated signs, so would have been difficult to get it relocated unfortunately.

b) South Quay Development Consultation update

The Clerk informed Council that the Consultation on South Quay had now been re-arranged for Monday 30th January 2023 between 3.00pm to 6.30pm

c) Update on Fencing Football Pitch Commons

The Clerk informed Council that she had sent an email to Sinead Henehan of Pembrokeshire County Council enquiring with regard to the Commons, who informed her to write to the Property Department of Pembrokeshire County Council. As to date, she was still waiting for a reply.

d) Update on Council Chamber refurbishment

The Clerk informed Council that she was in the process of getting quotations for the above, and would report back to Council once all had been received.

132. PLANNING APPLICATIONS RECEIVED

22/0786/PA

Proposal: Retrospective change of use of the ground floor shops (Class A) to café (A3)

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

Council would support the application.

133. PLANNING APPLICATIONS DETERMINED

22/0587/PA

Proposal: Proposed extension/conversion of integral garage to create linked ancillary granny flat accommodation for family member

Site Address: Trelawny 4 Freemans Walk, Pembroke SA71 4AS

Decision: Conditionally Approved

21/1023/PA

Proposal: Proposed residential development of 5 bungalows on land to rear of No 100 South Road, Pembroke

Site Address: Land to the rear of No 100 South Road, Pembroke SA71 4EL

Decision: **Refused**

22/0603/PA

Proposal: Proposed single storey side extension to bungalow

Site Address: 6 Hywel Way, Pembroke

Decision: **Conditionally Approved**

22/0620/PA

Proposal: Convert existing garage into annexe for family carer and rebuild workshop/garden store

Site Address: 12 Freemans Walk, Pembroke, SA71 4AS

Decision: **Conditionally Approved**

22/0672/PA

Proposal: Single storey extension to provide additional living space

Site Address: 4 Herons Reach, Woodbine Close, Pembroke

Decision: **Conditionally Approved**

22/0667/PA

Proposal: Construction of a rear gable wall which will increase the height of the roof

Site Address: 34 Freemans Walk, Pembroke
Decision: Conditionally Approved

The above was noted by Council

134. LICENSING

None received

135. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

Set out below is the list of bills for payment and confirmation:

239	Modern Print & Design	12 month website hosting for Town Trail	£267.00
240	B Jones Electrical Contracting	Erection of festive lighting	£5075.00
241	Central Motor Parts (Suzie)	Rear combination lamp for Santa sleigh	£8.32
242	B Shilke	Window cleaning	£20.00
243	Halstead D.I.Y. Ltd	Painting materials	£34.32
244	Jewson	Pipe clip with masonry nail	£10.69
245	Tesco (Suzie)	Food for food bank	£405.07
246	Total Tech	Minimum remote support 31.10.22 & 24.11.22	£26.50
247	Neil Thomas	Compere Santa	£200.00
248	British Gas	Electricity 10.10.22 – 9.11.22	£244.35
249	British Gas	Electricity 10.9.22 – 9.10.22	£206.21
250	Wages	Week ending 5.12.22	£604.37
251	Donation	Monkton Swifts FC	£75.00
252	Carmarthenshire County Council	Pensions November	£1605.84
253	Pembrokeshire County Council	Uncontested election for St Mary North on 5.5.22	£225.00
254	Pembrokeshire County Council	Uncontested election for Monkton Ward on 5.5.22	£225.00
255	Pembrokeshire County Council	Election for St Michael Ward on 5.5.22	£4519.81
256	Pembrokeshire County Council	Election for St Mary South Ward on 5.5.22	£4135.75
257	HMRC	November	£1032.06
258	Wages	Week ending 19.12.22	£604.37
259	Salaries	December	£2882.28
260	Aquaclear	Reed cutting on Mill Pond 28 th November 2022	£750.00
261	Touring Pantos	Pantomime Robin Hood 4.1.23	£600.00
262	Cllr Dennis Evans	Expenses from September 2022 – December 2022	£81.00
263	Rose Howson	Cleaning materials	£29.60
264	Kaylee White	Cleaning materials	£4.20
265	Suzie Thomas	Cleaning materials	£3.75
266	Dwr Cymru	Water rates 8.6.22 – 14.12.22	£661.08
267	Wages	Week ending 26.12.22	£604.37
268	Wages	Week ending 2.1.22	£604.37
269	HMRC	Tax/NI	£965.17
270	Carmarthenshire County Council	Pension December	£1586.87

Those marked * to be recovered

The above accounts were agreed unanimously

136. UPDATE FROM COUNTY COUNCILLORS

Councillor Phillips emailed all councillors a written report.

137. CORRESPONDENCE RECEIVED

Attached correspondence received from Mr Richard Naylor regarding the South Quay Development (Emailed)

Correspondence from HM King Charles III

The above was noted by Council

138. MAYORAL APPOINTMENTS

Young at Heart Christmas Service & Dinner

Update on Christmas Visits to Care Homes

The above was noted by Council

139. AGENDA ITEMS

140. TO ARRANGE A WORKING PARTY WITH THE ACTIVITIES COMMITTEE FOR EVENTS IN FORTHCOMING YEAR (TOWN CLERK & CLLR EVANS)

The Clerk asked Council to arrange a meeting to discuss the events booked for the forthcoming year. Following a discussion, it was resolved for the following Councillors, Nicholas, Asman, Cowen, Jones, Mortenson, Evans & Willington to attend a meeting on Friday 20th January.

141. TO REVIEW CHARGES FOR LETTINGS AT TOWN HALL AND REVIEW MUSEUM

The Clerk presented Council with the current Letting Policies and prices for hiring the Town Hall. Following a discussion, it was resolved for the Clerk to review and bring back suggested pricing to the next meeting. The Museum was then discussed, and was proposed by Councillor Nicholas and seconded by Councillor Jones, that the resolution that was made in 2013 be revoked, that the Museum, due to its increased size of artifacts now would not have to be moved out once a year for the Mayor Making and a renewable lease be drawn up on a 12 monthly basis with a peppercorn rent. It also had to be agreed who was the owner of the Museum, Pembroke Town Council or the Pembroke & Monkton History Society so that relevant insurance could be put in place.

142. TO REVIEW FINANCIAL RISK ASSESSMENT AND OTHER RELEVANT POLICIES (EMAILED) (TOWN CLERK)

The Financial Risk Assessment was distributed prior to the meeting, which was reviewed and discussed with some alterations required. Following a discussion, it

was resolved for the Clerk to make the suggested alterations and bring back to the next meeting for approval. The Safeguarding Policy was reviewed and accepted. The Clerk to arrange refresher training for Code of Conduct and Safeguarding.

143. TO REVIEW DATES FOR DIARY AND COUNCIL MEETINGS FOR 2023/24

The Clerk presented Council with a list of dates for Council Meetings and Dates for the Diary for the forthcoming year. Following a review, Council resolved to accept the above.

144. TO DISCUSS THE POSSIBILITY OF PURCHASING SALT BINS (TOWN CLERK)

The Clerk informed Council that she had a conversation with Pembrokeshire County Council regarding the purchasing of Salt Bins. He informed the Clerk that these could be purchased at a cost of £180.00 per bin plus VAT. By purchasing directly, Pembrokeshire County Council, review the location and only they can give the authority of whether they think the location is suitable. If so, they deliver, and fill the bin with salt twice a year and will be covered by their insurance. Following a discussion, it was resolved for Council to review again at the next meeting.

Mayor

