

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 5th OCTOBER 2023**

**Present
Councillors:**

Councillor A Brinn (Mayor), A Mortenson (Deputy Mayor) J Grimes, G Jones,
L Asman, R Blackburn, C Collins
L Jenkins, D Willington, A Cooke, D Evans

In attendance:

Suzie Thomas (Town Clerk)
Pastor Rob James
Mrs Jayne Howes (Assistant Town Clerk)

83. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST

Apologies from Councillor M Phillips and Councillor Bush
No Declarations of interest

**84. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 7TH SEPTEMBER
2023**

The Minutes of the 7th September 2023 were accepted as an accurate record.

85. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

No Members of the public were present.

86. MATTERS ARISING FROM THE MINUTES (for information only)

a) CCTV Pembroke Mill Pond (Min 77)

The Clerk informed Council that she had written to the Police & Crime Commissioner enquiring as to whether we would be able to incorporate cameras into their system but was still awaiting a reply.

b) Pembroke Allotments (Min 69)

Following correspondence received back from Pembrokeshire County Council, it was suggested that the Clerk invite Ms Rose Howard of Pembrokeshire County Council to a meeting to discuss further.

c) Planning Meeting - Pembrokeshire County Council

Councillor Asman and Councillor Grimes informed Council that they had attended the Planning Meeting on 3rd October 2023. Unfortunately, due to not enough members staying until the end of the meeting and therefore not make the meeting quorate, the

last two agenda items were deferred to another meeting, date yet to be confirmed. Following a discussion, it was agreed that the Clerk invite Councillor Paul Miller, and Chief Executive Officer of Pembrokeshire County Council, Mr William Bramble to a meeting with the Town Council to discuss concerns over South Quay Development.

D) Update on Pembroke Town Council Vacancy's

The Clerk informed Council that an election had been called for the 1st Vacancy of St Marys South Ward which would take place on Thursday 19th October 2023. She had not requested Polling Cards to be sent out to the Ward due to the cost incurred. There was also a separate vacancy which was advertised for co-option for the same ward, where applicants could apply, the closing date being the 20th October 2023.

87. PLANNING APPLICATIONS RECEIVED

None received

88. PLANNING APPLICATIONS DETERMINED

23/0322/PA

Proposal: Solar panels to the principal roof elevation

Site Address: 1 Lewis Terrace, Gooses Lane, Pembroke, SA71 4DS

Decision: Conditionally Approved

23/0364/PA

Proposal: Variation of a condition 2 (approved plans) of planning permission 20/0998/PA (Alterations and Extensions) to allow alterations to the approved rear extension

Decision: Conditionally Approved

23/0105/LB

Proposal: Replacement of the existing flap valve located at the tidal pond barrage at SM 98094 01827 with a new flap valve that has a tidal gate damper installed within it. Secondly a gravity fed eel pass contained in the North Arch of the Mill Bridge at SM 98335 01654

Site Address: Mill Bridge, Pembroke River/Mill Ponds, Pembroke

Decision: Conditionally Approved

22/1063/LB

Proposal: External and internal alterations and repairs to Grade II Listed Building

Site Address: 69A Medieval Chapel, Main Street, Pembroke, SA71 4DA

Decision: Conditionally Approved

22/0918/LB

Proposal: Alterations to Pembroke Castle Shop and 8b Castle Terrace in tandem with proposed expansion of shop premises

Site Address: 8 Castle Terrace, Pembroke, SA71 4LA

Decision: Conditionally Approved

23/0226/PA

Proposal: Change of use of parts of existing property and various internal and external alterations (resubmission of 22/0451/PA)

Site Address: 27 Main Street, Pembroke, SA71 4JS

Decision: Conditionally Approved

The above was noted by Council.

89. LICENSING

None received.

90. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

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

167	Rabart Decorators Merchants Ltd	Black, plastic scuttle	£3.85
168	West Wales Maritime Heritage	Floatilla for River Rally	£600.00
169	Infinity Document Solutions	Photocopies	£33.18
170	Total Tech	Phone line rental	£62.54
171	Martin Cavaney	Photograph of our Mayor	£85.00
172	The Garden Range	Metal shed	£331.64
173	All White Now (Kevin Thomas)	Service wash, dry & iron	£40.00
174	Link Mailing Systems	Franking machine ink cartridge	£90.18
175	Neil Thomas	Compere/Entertainment Iron Man	£200.00
176	Pembroke Castle	Christmas market stall	£100.00
177	Westcoast Web Works	Website and domain hosting Pembroke Town Guide	£125.00
178	Ideal Mats	2 logo mats	£648.50
179	Cleaning Supplies 4 U	Buffer pads	£29.02
180	Screwfix (Suzie Thomas)	Taps kitchen sink	£17.49
181	HMRC	Tax/NI	£1179.70
182	Ocon	Service (Fire and Security)	£65.00
183	Ocon	New batteries	£24.00
184	British Gas	Gas 2.8.23 – 1.9.23	£14.44
185	British Gas	Electricity 10.8.23 – 9.9.23	£386.82
186	Wages	Week ending 11.9.23	£587.54
187	Wages	Week ending 18.9.23	£587.34
188	Jewson	Sadolin floor varnish and sandpaper	£68.22
189	Jewson	Hippo heavy duty black tape x 2	£14.76
190	Salaries	September	£3107.29
191	B Shilke	Window cleaning	£20.00
192	Zoom	Video communication	£15.59

Those marked * to be recovered

The above accounts were agreed unanimously.

91. UPDATE FROM COUNTY COUNCILLORS

County Councillor Melanie Phillips emailed a written report to Council prior to the meeting. The Chair thanked her for her report.

92. CORRESPONDENCE RECEIVED

The following correspondence has been received from Mr Lyn Neville, Charity Coordinator

Please accept our grateful thanks for your wonderful donation of £200 to our Chariry following your September Council Meeting.

I can assure you that we are very grateful for your help and support of our Charity. For a small Charity like ours, this is a wonderful donation which will help all the Cancer Sufferers and Carers who use our Support Centre.

The Town Clerk and Town Councillors are of course welcome to visit our Support Centre at any time. Thank you again for your kindness and generosity.

The above was noted by Council.

93. MAYORAL APPOINTMENTS

10.9.23	Picnic Prayer and Praise	Pembroke Castle	12.30pm	Cllr Mortenson
13.9.23	Opening of Neath Fair	Neath	4.30pm	Cllr Mortenson
14.9.23	AGM Pembrokeshire Scout Council	Haverfordwest	7.00pm	Cllr Mortenson
17.9.23	Civic Service	St Davids City Council	11.15am	Cllr Brinn & Cllr Blackburn
19.9.23	Shaw Healthcare	Pembroke Dock	11.30am	Cllr Brinn
1.10.23	Clarby Warriors & Fishguard Thunderbolts Football Match	Clarbeston Road	10.00am	Cllr Brinn & Cllr Blackburn

The above was noted by Council.

94. AGENDA ITEMS

95. TO REVIEW AND APPROVE EXTERNAL AUDIT (TOWN CLERK)

The Clerk presented Council with the end of year accounts for 2022/23 which had been completed from the external auditors. Pembroke Town Council received an unqualified report, with no items raised for concern. Following a discussion and review it was resolved to accept the external audit, proposed by Councillor Jones and seconded by Councillor Collins. Pembroke Town Council thanked the Clerk and Assistant Clerk for their work in completing the audit.

96. PEMBROKE TOWN TEAM (COUNCILLOR GRIMES)

This item was deferred from the September meeting, to enable the Pembroke Town Team to gather and update the necessary information. Councillor Mortenson (who is a member of the Town Team) gave an update on the Income & Expenditure of the events that took place this year. She also informed Council of a Winter Lantern Parade which they were organizing for the 25th November.

97. TO REVIEW THE TERMS OF REFERENCE FOR MAYORS YOUTH GROUP (TOWN CLERK)

The Clerk presented Council with a Terms of Reference for the new post of the Mayors Cadet. Following a review and discussion it was resolved to accept the Terms of Reference.

98. TO REVIEW AND APPROVE PEMBROKE TOWN COUNCIL'S SAFEGUARDING POLICY (COUNCILLOR EVANS)

Councillor Evans reviewed the Safeguarding Policy with Council. He proposed to Council that it is recommended to review the "Safeguarding children young people & adults Tier One" after completing the course every 3 years. This could be completed online at a cost of approximately £40 per councillor/staff. Following a discussion, it was resolved that all those who needed this updated tier to contact the Town Clerk so she could arrange.

99. TO DISCUSS PUTTING RIVERSIDE BUILDING FORWARD TO CADW FOR GRADE II LISTING (COUNCILLOR BLACKBURN)

Councillor Blackburn informed Council that in her opinion The Old Riverside Building which is located in the Green, Pembroke should be put forward for consideration for a Grade II listed building. Following a discussion, it was suggested that the criteria be looked at and defer this proposal to another meeting once more information had been provided.

100. TO DISCUSS PURCHASING TABLES AND SURROUND SOUND SYSTEM WITH PULL DOWN SCREEN & OVERHEAD PROJECTOR FOR THE GEORGE LEWIS HALL (TOWN CLERK)

The Clerk suggested to Council to purchase round tables for events which take place at the Town Hall. The cost of the Table are £120.00 each, and suggested purchasing ten, to be able to seat 100 in the Town Hall for events. Following a discussion, it was resolved to purchase ten tables, and the Clerk to look at getting quotes/proposals for a screen/projector and sound system.

Mayor

