

DRAFT

At a Meeting of Pembroke Dock
Town Council held at the Pater
Hall, Pembroke Dock on Thursday
13th December 2007

PRESENT:

Councillor P. Weatherall, Mayor
Councillor D. Esmond, Mrs. P. Folland,
Mrs. P. George, P. Gwyther, D. Jones,
T. McMahon, S. Perkins, Mrs. V. Roach, R. Watts

IN ATTENDANCE:

Ian Jones, Town Clerk
Sue Lowen, Committee Clerk

122. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor K. Higgs

123. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public.

124. MINUTES

PROPOSED by Councillor D. Esmond
SECONDED by Councillor Mrs. V. Roach

RESOLVED –

That the Minutes of the meeting of the Town Council held on 29th November be adopted as circulated subject to the following amendments:

Minute 114(165) – Planning Applications

**07/1008/PA – Plot east of Master Gunners Quarters
Victoria Road, Pembroke Dock –**

This should be amended to read as follows:

RESOLVED –

The Town Council support this application but on the basis that there would only be access from Victoria Road and not making the existing entrance ‘join up’ with St. Patrick’s Hill. There was insufficient detail on this point from the plans themselves. Concern was also expressed as to whether this property would overlook the existing nearby property.

**Minute 117(b) – Dyfed Powys Police Authority
Community Consultation Forum**

The last sentence should read: The priorities for policing 2007/08 were among the items discussed and details regarding the “Not in my Neighbourhood” operation were discussed.

125. MATTERS ARISING FROM THE MINUTES

(a) Minute 113(c) – Provision of parking for lorries at Pembroke Dock Ferry Terminal

Councillor S. Perkins advised that she had been informed that this was not the County Council’s remit, but the Port Authority’s. However she stated that she had submitted a Notice of Motion which would be discussed at Cabinet, as she believed this to be a serious concern for the town.

(b) Minute 114(152) – Renovation of Chieftain Tank

The Town Clerk advised that despite telephone calls to 2 other tenders he still had only one tender for the job, and asked the Town Council whether they wished to re-tender.

Councillor P. Weatherall said that although his view would be seen as controversial, consideration should be given to moving the tank away because of the large sum of money needed for the renovation works which would be required at regular intervals.

Members discussed the causes of the damage and how this could be prevented in future. They were aware that unless the tank was protected, for example with a shelter, the renovation costs would recur. It was suggested that perhaps the building which would be housing the Sunderland would be big enough to accommodate the tank and the Town Council would need to liaise with the Port Authority regarding this.

The Town Clerk stated that there were currently Health and Safety issues regarding the condition of the tank which had jagged edges which were rusting, and that a decision would have to be made within the next 3 or 4 months. Councillor D. Esmond suggested that meanwhile a secure fence should be erected around the tank so that it could still be viewed.

Councillor S. Perkins suggested that publicity via local press could be sought with perhaps a press release to ‘Save our Tank’, which might attract some funding towards the cost of renovation.

Members agreed that the Town Clerk should pursue the option of housing the tank in the same building as the Sunderland and seek publicity via a press release.

(c) Minute 114(155) – Footpath between Treowen Road and Bufferland Terrace

The Town Clerk advised that he had spoken to County Councillor Peter Stock the previous week regarding this matter who had said that he would be making representations to the Director of Development. The Town Clerk had been told that he would have a reply by January. The matter had not been referred to the Ombudsman. Members re-iterated that this footpath was one of the most used footpaths in the town.

(d) Minute 114(162) – Pembrokeshire Community Safety Partnership

The Town Clerk advised that the reply to this document had been discussed by Members at the last meeting, and had been forwarded on to the Pembrokeshire Community Safety Partnership.

(e) Minute 114(169) – Traffic Flow in Essex Road, Llanion Park

Councillor S. Perkins advised that she had received the results of the traffic flow count from the County Council, but the only solution given by them would be to stop people parking on Essex Road and also Tremeyrick Street which they agreed was a problem. Councillor Perkins said that the traffic flow problems caused by parking could be looked at, but that as there was no alternative place for people to park, she could not see a solution at present to the difficulties experienced by drivers.

(f) Minute 118(g) – CCTV Camera – Junction of Lewis Street/Bush Street

Councillor S. Perkins stated that she wanted to make a plea for the camera to be sited in Bush Street as she was aware that this area had the longest history of problems. Councillor P. Weatherall suggested that if the police wanted to put a camera at the corner of Lewis Street/Bush Street, this should be a separate issue. It was suggested that the camera by Silcox Motors could be relocated, but the Town Clerk advised that this was strategically placed to monitor the traffic coming and leaving the town. However, Members agreed that as the Town Council provide the money for the CCTVs, they should have more of a say as to where they were positioned. They were after all used to protect the people of the town.

The Town Clerk had already written to Dyfed Powys Police asking them to provide statistics in relation to this matter and he will speak to PC Max Bevan.

(g) Minute 118(e) – Lights on Cycle Pathway

The Town Clerk advised that the lights were being replaced by some which were more substantial.

126. TOWN CLERK'S REPORT

175. Adjudication Panel For Wales Annual Report 2006/7.

The Town Clerk had received a copy of the Annual Report for the above year. The role of the Panel is:-

- (a) To consider reports from the Public Services Ombudsman for Wales following investigations that a member had failed to comply with the relevant authority's code of conduct
- (b) To consider appeals from members against the decisions of local standards committees.

This year the report contained 4 case summaries concerning Community / Town Councils. The report was available for members to peruse and the Town Clerk had placed a copy of the report on the table to the RHS of the Chamber.

176. Regional Waste Plan Review Consultation.

At the last meeting members had commented that they had not received a copy of the review. The Town Clerk enclosed a copy of the report and requested that members who wished to comment should ensure that replies were received by 24th December 2007.

177. Mayoral Allowances

In the light of the discussion which occurred at the last Meeting the Town Clerk enclosed at Appendix A a copy of his draft on the above subject. He hoped that this document could be accepted as the basis of what the Mayoral Allowances should cover. He understood from two Town Clerks' for towns in Pembrokeshire to whom he had sent a copy, that no similar document was in existence. It would therefore appear that there was a need for some clarification on what was covered and that anecdotal evidence of what was or was not included was insufficient in this day and age.

Members' observations were requested.

Members agreed that Appendix A clarified those items of expenditure which could be claimed by the Mayor. However, they were still concerned that no-one should be deterred from becoming a Mayor because of any expenses which might be incurred from their own pocket, and there was still come confusion regarding the expense of Christmas Cards. In response to a query regarding the claiming of Travel Expenses, the Town Clerk stated that any Member of the Town Council could claim for travel expenses for travel outside of the town, although in the case of the Mayor it was possible to include in the allowance a fixed amount for such travel.

The Town Clerk suggested that Appendix A could be discussed fully at the forthcoming Budget Meeting to which Members agreed.

178. Precept For 2008/9 Year.

At the special meeting held in October the Town Clerk had given a brief training session on zero budgeting in preparation for the 2008/9 budget. He had requested that any ideas for additions to the budget or areas where there should be reductions should be communicated to him at this meeting so that the Finance Officer and himself could

prepare a budget in the light of Members' observations. He suggested that to give members a proper opportunity to discuss the budget a special meeting should be considered in order to have an open and frank debate on the budget that is prepared.

It was

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

RESOLVED –

That the Town Council would hold a Special Meeting on 10th January 2008 in order to discuss the budget for 2008/2009.

The Town Clerk asked Members if they had any additions for inclusion in the budget.

Councillor R. Watts said that the Dance which was held following the Mayoral Lunch was generally not very well attended and suggested that instead of this event, an extra table at the Lunch be provided for those people who had received Civic Awards.

Councillor D. Esmond suggested that the Civic Awards ceremony could be amalgamated with the Mayor Making Ceremony.

The Town Clerk agreed that these options could be discussed fully at the meeting to be held on the 10th January.

179. Town Council Annual Report.

Members were reminded that the Town Clerk had suggested that it might be a useful communication exercise to prepare an Annual Report of the Town Council's activities and expenditure in the 2007/8 financial year. The Town Clerk had placed on the table to the RHS of the Chamber the Annual report for 2006/7 and Forward Plan 2007 – 2010 prepared by Litchfield City Council. He was willing to prepare such a report for 2007/8 in respect of this Council if members thought it appropriate. Such a report would be available on the Web Site and could be available to members of the public who requested a copy. The report would not be available until the Audit of the Accounts for 2007/8 had been completed.

Members' observations were requested.

Following a discussion regarding the funding for the Christmas Lights, and the possibility of partnerships with local industries, e.g. LNG, Npower and Martello Quays, it was

PROPOSED by Councillor P. Gwyther
SECONDED by Councillor D. Esmond

RESOLVED –

That the Town Clerk would prepare an Annual Report to be submitted after the Audit of Accounts for 2007/2008.

180. South Wales Regional Aggregates Working Party Draft Regional Technical Statement (RTS) For Minerals.

The Town Clerk enclosed at Appendix B a copy of the letter he had received from the County Council and the Pembrokeshire Coast National Park. Comments on the document were required to be sent to the appropriate authority by 14th January 2008.

Members noted the contents of the Draft Technical Statement but had no comments to make regarding this document.

181. Proposal For A Bio Energy Facility At Milford Haven.

This matter had been raised at the last meeting of council. The Town Clerk had been advised by the County Council Planning Department that no formal application had been received to date but that the Town Council would be sent the documentation as soon as it was received. Councillor S. Perkins stated that she had recently been informed that the proposed developer had withdrawn from making a planning application.

182. Cycle Path between Coshaston and Pembroke Dock.

Members were reminded that this subject had been raised a few months ago. The Town Clerk had since received a reply from the County Council which stated the following:-

“The A477 is a trunk road which falls under the jurisdiction of the Welsh assembly Government. I understand that proposals are being considered to provide a shared use link alongside the trunk road from Bangeston to Waterloo Roundabout. Regrettably I have no information regarding the programming of such a project. The matter is currently being dealt with by the Assembly’s South Wales Trunk Road Agency at Llandarcy. I will forward a copy of your letter to the Agency for their attention. They will hopefully be able to provide you with the information requested”.

The Town Clerk understood that it was unlikely that an extension to the cycle path would be completed in the near future.

183. Areas To Be Considered For Town Or Village Green Status.

The Town Clerk enclosed at Appendix C a copy of a letter he had received from the County Council on this matter. He understood from a telephone conversation that the remainder of Barrack Hill between Presely View and Victoria Road had no “preservation status”. It was suggested that this and other areas for Town or Village Green status might

be raised as issues during the Development Plan consultation process although members might believe this delay would be unacceptable.

In response to a query as to whether the Football Club area could be given Town or Village Green Status, the Town Clerk advised that if the area was available for public use, used free, and not fenced off, it would be eligible for consideration. However, if it was fenced off and the public were excluded from using it, it would be unlikely to be given Town or Village Green status.

The Town Clerk also agreed to write to the County Council and ask if the area on Barrack Hill which was not loaned to the golf club to be considered for Town or Village Green Status, as well as the play area near to Charlton Place and adjacent to Albion Square School.

184. Appeal by Mrs V Davies concerning land to the rear of 9, Milton Terrace.

The Town Clerk enclosed at Appendix D a copy of the Planning Inspectorate's Decision on the above matter. The reasons for the decision would be of assistance to members when formulating observations on other related applications. Members' attention was drawn to the comments of the Inspector on the question of car parking.

185. Planning Applications

Councillor S. Perkins declared her interest in all Planning Applications and took no part in the voting.

07/1090/PA	Cathal McCosker Developments Goosey Wick Farm, Wantage, Oxfordshire OX10 0EY	47 Bush Street Pembroke Dock - Change of use of one ground floor shop to flat and alterations and improvements to exterior
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PROPOSED by Councillor D. Esmond
SECONDED by Councillor Mrs. P. Folland

RESOLVED –
That the Town Council support this application.

07/1095/PA	Chris John Pembrokeshire County Council County Hall Haverfordwest	Waterloo Civic Amenity Site Waterloo Industrial Estate Pembroke Dock - Expansion and Redevelopment of Civic Amenity Site
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PROPOSED by Councillor Mrs. V. Roach
SECONDED by Councillor Mrs. P. Folland

RESOLVED –
That the Town Council support this application.

07/1113/PA Mr. D. Mitchell 54 Meyrick Street,
54 Meyrick Street Pembroke Dock -
Pembroke Dock **Extension to dwelling**

PROPOSED by Councillor Mrs. V. Roach
SECONDED by Councillor Mrs. P. Folland

RESOLVED –
That the Town Council support this application.

07/1115/AD Syncro Motor Factors Syncro Motor Factors,
21a Water Street 21a Water Street,
Pembroke Dock Pembroke Dock -
Erection of flag

PROPOSED by Councillor Mrs. V. Roach
SECONDED by Councillor D. Esmond

RESOLVED –
That the Town Council support this application.

186. Planning Decisions

Consent to Display an Advertisement

07/0930/AD Erection of 2 illuminated signs – Britannia Building Society, 37 Diamond Street, Pembroke Dock – **Consent given**

07/0828/PA Two storey extension forming garage and 2 extra bedrooms and ground floor extension to rear – 9 St. Andrews Road, Pembroke Dock - **Approved**

127. SUPPLEMENTARY REPORT OF THE TOWN CLERK

187. Pembroke Dock Christmas Festivities.

The Town Clerk advised that the synthetic Ice Rink, small fair ground attractions and static displays would be open to the public in the Western Way Car Park on Friday 14th from 1500 to 2200hrs and on Saturday 15th from 1400hrs to 2100hrs. Father Christmas' procession including the lantern parade would take place at 1800hrs on 14th December starting at the Memorial Park and ending at Lower Meyrick Street at approx 1825hrs.

Members were reminded that it was the Town Council's responsibility to collect the money for those using the rink and asked if anyone was available to assist in this task.

188. Training Course For Town Clerks.

Members were reminded that the Town Clerk had attended a Practitioners Course at Stoke on Trent in 2007. A similar course was being held in 2008 also at Stoke on Trent which would cover some of the following topics:- Planning Observations; Youth Councils; Project Management; Service Delivery with limited resources; Planning a Public Event; Legal Guidance; Risk Management; Relationships with Principal Councils (Charters etc).

The cost of the course was £190 for two days together with the cost of travel / subsistence etc.

The Town Clerk advised that he would update members with information about the course especially those items which would be of benefit to the Town and Town Council.

PROPOSED by Councillor Mrs. P. Folland
SECONDED by Councillor Mrs. V. Roach

RESOLVED –
That the Town Clerk should attend the Practitioners Training Course for Town Clerks in 2008.

189. Provision Of Playgrounds / Play Equipment Within Pembrokeshire.

The Town Clerk enclosed at Appendix E a copy of the correspondence between himself and the County Council about the above matter. It could be seen that any transfer of such playgrounds etc to a Town or Community Council was separate from any grant towards the development / improvement of such amenities.

PROPOSED by Councillor T. McMahon
SECONDED by Councillor D. Esmond

RESOLVED –
That the Town Clerk should write to the National Assembly Government asking whether they had a policy and if not, when would one be produced.

190. Periodic Electoral Review – Changes To Community Council Electoral Arrangements.02

The Town Clerk enclosed at Appendix F a copy of a letter he had received from the County Council Electoral Services Manager on the above subject. It could be seen that this Council was to have an increase in the number of Councillors from 14 to 16 with effect from the elections in May 2008. This represented one Councillor to an electorate of 421.

In the light of this decision and taking into account that the Town Clerk was contracted only for 25 hours work per week (including attendance at Council Meetings and Sub Committees) he believed that there was now a need to re-examine the number of hours worked by the Town Council Team (i.e. Town Clerk, Financial Officer and Secretary) since it was becoming increasingly difficult to keep within these number of hours.

The information on the results of the review was provided for background information. Members' instructions on the way to proceed on a review of hours of Town Council staff were requested.

The Town Clerk advised that he was contracted to work 25 hours a week but was finding that this was unrealistic and believed that his hours of working should be increased to 30 hours a week. He agreed to give the costs of these increases at the Budget Meeting to be held in January 2008.

191. Waiting Restrictions Within Pembroke Dock.

The Town Clerk advised that he had now received information from the Traffic Manager of the County Council concerning the renewal of the yellow waiting restrictions and signage within Pembroke Dock. He was advised that in the light of the recent Traffic and Parking Review for Pembroke Dock and the fact that the majority of restrictions were to remain the same it was likely that the signs etc would be renewed shortly.

This information was provided to update members.

192. Draft Supplementary Planning Guidance – Principles of Good Design in Residential Development.

The Town Clerk enclosed at Appendix G a copy of the letter he had received from the County Council together with supporting documents. The Council had requested observations on its guidance.

He suggested that the matter should be put on next month's agenda once members had the opportunity of looking at the guidance.

The Town Clerk advised that this document gave members the opportunity to raise some of the issues regarding Residents Parking Policy.

Following discussion regarding Residents Parking in Laws Street and Lewis Street, the Town Clerk suggested inviting John Price, Traffic Manager, Pembrokeshire County Council, to a Town Council meeting, to which a representative from the Chamber of Trade would also be invited. This would enable the County Council Policy to be fully discussed and specific concerns raised.

193. Planning Applications

07/1123/PA Barbara Dureau Plot on,
Wesley Villa, Princes Street,
Victoria Road, Pembroke Dock.
Pembroke Dock. **Erection of one dwelling**

PROPOSED by Councillor Mrs. V. Roach
SECONDED by Councillor D. Esmond

RESOLVED –

That the Town Council support this application, having noted that the concerns expressed by the Town Council in the original application had been addressed.

07/1122/PA Mr & Mrs R Smith Cenarth,
Cenarth, Pembroke Ferry,
Pembroke Dock,
Pembs. **Erection of one dwelling**

PROPOSED by Councillor D. Esmond
SECONDED by Councillor Mrs. V. Roach

RESOLVED –

The Town Council noted the decision made in respect of a previous application of this site (Application 07/0413/PA) The Town Council believed that the Planning Application did not meet the criteria set out in Policies 71 and 72 of the JUDP. They consider that this is over-development of the site. They noted that the rear of the building line exceeds the building boundary. The parking space to the front of the proposed dwelling is on the access road to Ferry View House and in their view is not appropriate

07/1131/PA Ryan Sinclair-Jones 28 North Street
28 North Street Pembroke Dock -
Pembroke Dock **Erection of shed for boat storage**

Councillor Mrs. P. Folland declared her interest in this matter and took no part in the discussion or voting.

PROPOSED by Councillor P. Gwyther
SECONDED by Councillor D. Esmond

RESOLVED –
That the Town Council support this application

128. REPORT OF THE FINANCIAL OFFICER

20. Payment of Accounts

The following accounts were submitted for approval of payment:

120	Pembroke Borough Silver Band Instrument Trust - 50% of Insurance Cover	£270.75
121	The Consortium – Stationery	£20.27
122	Cape Hire and Sales – Hire of Fencing	£84.60
123	Raring 2 Go – Advert – Ice Rink	£92.82
124	Modern Print – Letterheads	£111.62
125	British Telecom – Line Rental etc.	£112.76

The Town Clerk requested the following additional accounts to be approved, and to note that Account Nos. 120, 126 and 128 had been paid out of meeting:

126	Westcoast Fireworks – Rocket	£30.00
127	Moonlight Blue Community ICT Project – Technical Support	£225.00
128	Ice Magic International Ltd. – Ice Rink	£3,423.24
129	John Roberts and Son – Donation in memory of late Councillor E. Hissey	£25.00
130	The Consortium – Table	£93.35
131	Newsquest – Advert – Christmas Festivities	£293.80
132	Talk Talk – Telephone	£17.34
133	Hagemeyer UK Ltd	£1105.62

PROPOSED by Councillor Mrs. P. George
SECONDED by Councillor T. McMahon

RESOLVED –
That the Town Council approve
Account Nos. 120-133 for payment.

129. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

- (a) Councillor Mrs. P. George reported on her recent attendance of the Louisa Saunders Trust.
- (b) Councillor R. Watts reported on his recent attendance of the AGM of PALC on 10th November.

He advised that PALC were negotiating with the Welsh Language Board to extend the closing date for producing a Welsh Language Scheme to 28th March 2008.

- (c) The Town Clerk reported on a recent meeting of the Pater Hall Community Trust. Councillor R. Watts declared an interest in this matter and took no part in the discussion or voting.

He advised that the Trust had made applications for funding, however the Big Lottery were not prepared to fund ½ million for the work which had been proposed. The Trust had used £250,000 from the National Assembly for work to be carried out at the rear and side of the building. He advised that an application had been made to the Landfill Tax for the next phase, and a reply was awaited. It had been agreed that the Foyer, Servery Bar and toilets would be renovated, but the rear of the premises would not be renovated and the Town Council offices would not be moved downstairs. There would be limited work carried out, e.g. the installation of a stair lift to the Sunderland Room and from the Foyer to the Meyrick Suite. A meeting of the Pater Hall Community Trust had been arranged for the following week, and a decision would have to be made with regard to the work which would proceed next.

130. ANY OTHER BUSINESS

- (a) Following the Mayor's suggestion that members should consider awarding the Town Council staff a Christmas Bonus, it was

PROPOSED by Councillor Mrs. P. Folland
SECONDED by Councillor R. Watts

RESOLVED –

That the Town Council award the Town Council Staff a Christmas Bonus of £30.

- (b) Councillor D Jones reported that a large amount of rubbish had accumulated in the north-east corner of the access to the car park of Focus/Do It All.

Councillor S. Perkins advise that this matter had been discussed at a recent meeting of PDEAT, and letters had been sent to the County Council. The fence had made a difference, but it was an ongoing problem and PDEAT would be following the matter up.

- (c) Councillor S. Perkins advised that a Notice of Motion had been submitted by Pembroke Council regarding the tightening of their policy for the travelling community. The County Council had agreed that there should be a protocol and that barriers should be erected to stop travellers from staying. Councillor Perkins believed that the travellers would then come to Pembroke Dock if they were prevented from staying in Pembroke. She advised that this was something that should be noted by the Town Council and followed up by listing the areas in Pembroke Dock that were subject to regular incursion and putting this in writing to the County Council.
- (d) Councillor Mrs. P. Folland expressed her concern that due to Laws Street remaining closed, the local traders were losing trade. Councillor R. Watts reported on the progress being made with the building that had been affected by the fire, but that tile fragments were falling off the building. The Town Clerk agreed to send an e-mail to the County Council regarding this matter.

131. MINUTES OF PRIVATE AND CONFIDENTIAL MEETING

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

RESOLVED –

Minute 121(1) – Pay Awards

That the Minutes of the meeting held on
29th November 2007 be adopted as circulated.

The meeting ended at 2100hrs

Mayor