

DRAFT

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 31st May 2007

PRESENT:

Councillor P. Weatherall, Mayor
Councillor D. Esmond, Mrs. P.E.M. Folland,
Mrs. P.E. George, P.G. Gwyther,
D.L. Jones, W. Rees
Mrs. V.M.J. Roach, R.G. Watts.

IN ATTENDANCE:

Ian Jones, Town Clerk
Sue Lowen, Committee Clerk

Before the business of the Meeting began, the Mayor, Councillor P. Weatherall reminded Members that when Members wished to speak during a Town Council Meeting, they should address the meeting through the Chair in order to preserve good order during the meeting.

23. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs. C. Fortune, K. Higgs, E. Hissey and S. Perkins.

24. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public.

25. MINUTES OF THE AGM OF PEMBROKE DOCK TOWN COUNCIL

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

RESOLVED –

That the Minutes of the AGM of Pembroke Dock Council held on 10th May 2007 be adopted as circulated.

26. MINUTES

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

RESOLVED –

That the Minutes of the last meeting of the Town Council held on 17th May 2007 be adopted as circulated, subject to the following amendments:

Minute 17(a) – Flowering Baskets within Pembroke Dock

This Minute should have read “Councillor Mrs. V. Roach advised that the Western Telegraph had reported that 82 hanging baskets had been **donated** to the town

Minute 21(b) – Freshwater East Joint Management Committee

This Minute should read “Councillor Mrs. V. Roach reported on her recent attendance of this committee. She advised that acknowledgement was made of the resort having been successful in gaining the Green Coast award, and as a result a handsome slate plaque denoting this achievement had recently been fixed to the front of the Toilet Block. The Community and Planed had produced a heritage leaflet, which had been sent out to schools to show what National Parks have to offer, and also there is an interpretation panel on site.”

27. MATTERS ARISING FROM THE MINUTES

(a) Minute 15 – Martello Quays Development

The Town Clerk advised that the dates for the public display to be held in the Market Hall had been delayed by one week and would now be held on 21/22/23 June 2007.

Councillor Mrs. V. Roach advised that she had received a phone call from the treasurer of the Pembroke Dock Civic Society who expressed her concern over the change of dates for the public exhibition. She believed that these dates would allow insufficient time to call and hold a Public Meeting before the Town Council could formulate a detailed response to the planning proposals for the Marina Project at their next meeting to be held on 28th June. She also considered that the times given (1000-1600hrs) for the display, and the times of availability of the developers to answer questions (1100-1400hrs each day) were not convenient for working people. She had expressed the need for a public meeting to a reporter from the Western Telegraph which had appeared in an article headed ‘Dock Quay Exhibition’ in the Western Telegraph of 30th May 2007.

Councillor Mrs. V. Roach supported these views and thought the electorate should be given the opportunity to have a public meeting irrespective of the Exhibition. It was a large development for the town and she believed that people feared that it would become a “town within a town”.

The Town Clerk stated that the Developers had arranged to include the Saturday(23rd June) for people who would be working during the week. He also reminded members that any decision on observations to be made by the Town Council must not be solely based on what emerged from a Public Meeting. It was important that Councillors consulted as widely as possible and not be restricted to a limited number of interested bodies.

Councillor Gwyther believed that it was important that the comments and responses gathered from the public who had attended the Public Exhibition were kept in the public domain and asked that the Town Council request a copy of these.

It was

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

RESOLVED –

That the Town Clerk would contact organisations within the town informing them of the exhibition and advising them of a public meeting which would

be held in order to gauge the views of the community of Pembroke Dock which would then enable a response to be formulated regarding the planning application put forward by Martello Quays Development. The public meeting would be held during the week commencing 2nd July 2007.

The Town Clerk agreed to write to the Planning Department and the developers informing them of this and requesting extra time to formulate the response from the Town Council.

Councillor W. Rees entered the Chamber at 1850hrs

(b) Minute 17(a) – Flowering Baskets within Pembroke Dock

The Town Clerk advised that the installation of the flowering baskets had commenced, and that this would be completed by the weekend.

(c) Minute 17(d) – Ice Rink

The Town Clerk advised that progress had been made in relation to having an ice rink as part of the Winter Festivities. He had received an e-mail that day from the company providing the rink to confirm that Western Way Car Park was a suitable venue.

(d) Minute 17(e) - Christmas Trees

The Town Clerk advised that he would be attending the next meeting of the Chamber of Trade to ask for their response to this idea.

(e) Minute 19(26) – Community Policing

The Town Clerk reminded members that the next meeting with the Community Police Team had been arranged for Wednesday 6th June at 7.00pm in St. John's Church Hall.

(f) Minute 24(a) – Planning Applications – Martello Quays Ltd.

The Town Clerk confirmed that a further letter would be sent to the Planning Department requesting extra time for their response to this application, until after the public exhibition and a public meeting had been held.

28. TOWN CLERK'S REPORT

29. Joint Twinning Committee.

Members were reminded of the concerns expressed by the Town Clerk concerning the action taken by the Town Council following the Twinning Committee's meeting held on 17th May 2007 when it was agreed that the sum of £2880 be paid towards the cost of 24 members of the Bergen Band coming to Pembroke / Pembroke Dock over the August Bank Holiday weekend. The Band were to perform a concert at Pembroke School (a neutral venue) and publicity for the event would form part of the Pembroke Festival week. The Committee properly debated

the pros and cons of having two concerts, one in Pembroke Dock and one in Pembroke, however, they decided that a joint concert would result in a better attendance. Out of interest a joint concert between the Pembroke Silver Band and the Pembroke Male Voice Choir in the Pater Hall at the beginning of March in the evening was poorly attended and just broke even after meeting the cost of hire of the Hall. The Town Clerk believed that the decision made concerning the Bergen Band was therefore fully justified. He understood that the sums raised by the concert would not be going to the Pembroke Festival. In addition, he understood that those accompanying the band would include the Bergermeister of Bergen and some other Councillors who would be visiting both towns. Given that this town decided last year to re-invigorate the contacts with Bergen he believed that some “Pump Priming” sums over and above perhaps the norm were justified. The Town Council decided at their meeting held on 17th May that only the sum of £500 should be spent from the Joint Twinning Committee’s budget.

The Town Clerk had now examined the file for the Twinning Committee and could find no constitution or instructions as to its role. It was agreed that 5 Councillors from each Council make up this Committee. The Town Clerk had ascertained that the Secretary of the Committee was the Town Clerk of Pembroke and that there was a Bank Account into which the sums allocated by each Council is sent. The Town Clerk of Pembroke arranges for cheques to be drawn on this account.

It would appear that this Committee was responsible for the spending of sums allocated to it as the result of the annual budget review and each Town Council had to be notified of decisions made.

The Town Clerk had examined our standing orders in relation to the Financial Regulations which stated as follows:-

Standing Order 37.

“Every Committee shall, before incurring expenditure not included in the approved Estimates, submit to Council a Supplementary Estimate accompanied, if necessary, by a statement in support of the expenditure.”

The Town Clerk therefore contended that the Town Council had no veto over the decision made by the Sub Committee and the purported decision made at the last meeting was null and void. The Town Council had given no instructions or guidance to those Councillors who served on the Joint Twinning Committee. It was therefore incumbent upon them to weigh up the facts and make a decision on the available evidence. There was no Constitution for the Committee and therefore no formula to cover situations where there was a disagreement between the two towns on the way forward. The Chairman of the Joint Committee had a casting vote in accordance with Standing Order 29 of this Council where the votes were tied.

This Town Council when setting the amount of the budget for twinning this year decided in the light of proposed additional visits by both Bergen and Pembroke, Malta, to raise the sum allocated to £2500 from each Town Council. The expenditure so far authorised by this Joint Committee was therefore within the budget set and in the Town Clerk’s view this Town Council could not veto the Sub Committee’s decision.

With regard to the decision of the Twinning Committee of 17th May. The Committee is made up of 5 Councillors from Pembroke and 5 Councillors from Pembroke Dock.

Standing Order 28 for this Town Council states “Except where authorised by statute, or ordered by the Council, business shall not be transacted at a meeting of any Committee unless

at least one-third of the whole numbers of members of the Committee is present. Provided that in no case shall the quorum of a Committee be less than three members.”

The Town Clerk was therefore of the opinion that the Twinning Committee was not quorate for its meeting on 17th May and any decision taken was also null and void.

To avoid any future confusion on the issue the Town Clerk suggested that the raison d'être for the Twinning Committee should be revamped and his suggestion was attached at Appendix A. This would need to be ratified by both Town Councils.

The Town Clerk stated that if the Town Council were satisfied with Appendix A it would then become the constitution of the Twinning Committee subject to Pembroke Town Council formally agreeing with it.

PROPOSED by Councillor D Esmond
SECONDED by Councillor Mrs. P. Folland

RESOLVED –

That the Town Council approve the suggested terms of reference for the Twinning Committee as set out in Appendix A subject to the following amendments:

First para:

Add: The object of the Twinning Committee is to widen the horizons of both towns and to promote international friendship **by involving both towns equally.**

Delete the word '**accommodation**' to readThe Twinning Committee can assist by providing financial assistance towards facilities such as meetings/special events/publications as well as the costs of administration.....

Last para: Delete the words: **(i.e. three from each Council)**

With regard to the Bergen visit in August, the Town Clerk read out to Members an e-mail he had received detailing the programme of events they would be attending. He hoped that the Town Council would have some new memorabilia in time for their visit.

Councillor P.Gwyther requested that clarification be sought as to where the proceeds of the ticket sales of the Bergen Band Concert would be going.

Councillor D. Esmond suggested that in future the Town Council should ensure that their Civic Weekend tied in with that of Pembroke so that visiting dignitaries could attend functions/festivities of both towns during their week's stay.

Councillor Mrs. P. George said that she would be unable to attend the next meeting of the Twinning Committee which had been arranged for the following Thursday. Councillors D. Esmond, Mrs. P. Folland, P. Gwyther, and Mrs. V. Roach all confirmed that they would be able to attend the next meeting of the Twinning Committee

30. Fishguard And Goodwick Town Council Civic Service.

The Mayor and Mayoress of Fishguard had invited a representative of the Town Council to attend the above event which was to be held on Thursday 21st June at 1800hrs (6.00pm) to be followed by a buffet meal at the Fishguard Bay Hotel. Unfortunately both the Mayor and Deputy Mayor were unable to attend and the Town Clerk asked if any other Councillor would be willing to represent the Town Council at the event.

No Members were able to attend and the Town Clerk agreed to send the Town Council's apologies to the Mayor and Mayoress of Fishguard.

31. Planning Applications

07/0130/PA	James McKee 31 London Road Pembroke Dock SA72 6DS	148 Bush Street, Pembroke Dock SA72 6LN - New vehicular access and hardstanding
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Councillors Mrs. V. Roach and R. Watts declared their interest in this matter and took no part in the discussion or voting.

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

RESOLVED –
That the Town Council support this application.

29. SUPPLEMENTARY REPORT OF THE TOWN CLERK

32. Community Council Periodic Electoral Review – Draft Proposals Consultation.

The Town Clerk attached at Appendix B a copy of the County Council's proposals in respect of the Town Council area. He was disappointed that having replied to the first consultation paper there was no comment as to whether the Town Council's ideas were acceptable or not and no response from the County Council regarding the ideas put forward. The County Council were very critical about the lack of response from Town / Community Councils but to then ignore or fail to respond to suggestions could make those who do respond wonder whether it was worth the effort/thought.

Dealing with the issues as they affect Pembroke Dock there was a proposed reduction in Town Councillors from 14 to 13 giving a ratio of 1 Councillor to 525 electorate. The Comment of the County Council stated that they saw the electorate increasing only by 177 over the next 5 years whereas the proposals for the Marina if they came to fruition would increase the population by more than this.

The Town Council was now asked to comment on these proposals under the following headings:-

1. Boundary and Area Changes
2. Changes to Councillor Numbers in the Community
3. Creation or removal of warding arrangements in the Community

4. Changes to the boundaries of existing wards
5. Changes to the allocation of Councillors between wards.

The Town Clerk asked Councillors if they wished to comment on the matter or reflect on the report and make their recommendations at the next Council Meeting on 28th June 2007.

Councillor W. Rees said that he was concerned that there were inconsistencies throughout the document and asked for this matter to be deferred until the next Town Council meeting. He added that Town Councillors did not cost the people anything, and that 'the more people sitting as Town Councillors the more they were representing the people'.

The Town Clerk agreed to write pointing out the inconsistencies which had been highlighted and asking for a reply to the Town Council's earlier observations so that they could properly respond to the consultation and asking for these points to be answered before the next meeting of the Town Council. The matter would therefore be deferred until the next meeting.

33. National Express Bus Stop In Pembroke Dock.

The Town Clerk attached at Appendix C a copy of the reply he had received from National Express in respect of the Bus Stop which is now located at Bierspool. The company had decided to make a review of stops to see if the new venue was the correct policy decision. The County Council were unwilling to pay for a new shelter but the Town Council could make such provision using their resources.

At this stage if the Town Council were to consider paying for a shelter they would need to carry out a survey of customer needs and have some assurance that National Express would not make a unilateral decision to stop using the stop in the near future. The Town Council would also need to take into consideration that the stop was used by other bus services in addition to National Express. A partnership with other possible funders such as new businesses / existing businesses on the Bierspool site would also need to be considered. The Town Clerk suggested that any repair / maintenance / insurance could be carried out by the Town Council.

A decision by members on the question of the provision of a bus shelter or what further action should be taken in the matter was requested.

The Town Clerk agreed to carry out some research regarding this matter.

34. County Council / Town And Community Council Liaison Meetings.

The Town Clerk advised that the next meeting would take place on Thursday 7th June at 7.00pm in the School Hall at Stackpole. The main theme for the evening would be the Local Development Plan.

Names of those wishing to attend on behalf of the Town Council were requested.

Councillor R. Watts said that he would be attending this meeting if he was available.

35. Mid And West Wales Fire And Rescue Authority Risk Reduction Plan 2007/2010 And Draft Action Plan 2008/9.

Members were reminded of the issue of the above plan which had been mentioned in the Town Clerk's report for the previous meeting. The Town Clerk had now received a copy of the

above plan which included details of what had so far been achieved in the original plan put forward last year. In particular comment was sought on:-

1. The proposal to change Pontardawe station to day crewing and to provide a station at Gwaun Cae Gurwen / Glanamman area. As a result the 2nd appliance at Ammanford would be relocated at the new station.
2. What changes would you wish to see from any new duty system in relation to wholtime crewed stations? The Fire Authority for example were keen to make more efficient use of resources, to increase flexibility, to provide the correct number of staff needed at all times, to minimise staff absence, to reduce under-utilisation of staff time during “quiet” periods etc.

The full consultation document was on the table to the Right Hand Side of the Chamber.

Observations of members were requested.

Councillor R. Watts said that the first point was not one which affected Pembroke Dock, and with regard to the second point, he would like to read the document in more depth.

The Town Clerk agreed to circulate a copy of the document to members in time for the next meeting.

36. Application For A New Premises Licence At Bush Tavern, 65, Bush Street, Pembroke Dock.

Councillors D. Esmond and P. Weatherall declared their interest in this matter and took no part in the discussion or voting.

The Town Clerk had received notification from the County Council that an application for a Premises Licence had been made as follows by Robert Wayne Edwards:-

Films & Indoor Sporting Events: Monday to Wednesday 1000 to 0030hrs; Thurs to Saturday 1000 to 0100hrs; Sunday 1000 to 2300hrs. In respect of Bank Holiday Mondays, Christmas Eve and Boxing Day the termination hour would be 0100hrs.

Live Music, Recorded Music, Making Music & provision of facilities for dancing: Monday to Saturday 1000 to 0000hrs; Sunday 1000 to 2300hrs. In respect of Bank Holiday Mondays, Christmas Eve and Boxing Day the termination hour would be 0100hrs.

Late Night Refreshment: Monday to Wednesday 2300 to 0030hrs; Thursday to Saturday 2300 to 0100hrs.

Supply of Alcohol: Monday to Wednesday 1000 to 0030hrs; Thursday to Saturday 1000 to 0100hrs; Sunday 1000 to 2300hrs.

The premises would be open Monday to Wednesday 0500 to 0100hrs; Thursday to Saturday 0500 to 0130hrs; Sunday 0500 to 2330hrs

In respect of New Years Eve through to New Years Day the premises wished to be able to open and provide entertainment / alcohol from the commencement of hours on New Years Eve through to the terminal hour on New Years Day.

The observations of Members were requested.

The Town Clerk reminded Members that there were four licence objectives which had to be observed by the applicant who then had to comment on what specific action at his premises he was taking, i.e.:

1. Crime and disorder was eliminated or reduced
2. Public Safety
3. Public Nuisance
4. Prevention of children from harm

The Licence Holder had to provide responses to these criteria and the Licensing Committee could then refuse the application or amend the hours requested using these responses as part of its reasons.

As a general point affecting a number of premises, Councillor Watts added that where people were coming outside public houses to smoke, people walking past could find this intimidating.

Councillor Mrs. George re-iterated her concern that people smoking outside public houses were obstructing the view of the road for drivers.

The Town Clerk agreed to send these comments to the County Council, but had been informed that obstruction to the highways was also the responsibility of the Police.

37. Risk Assessments

The Town Clerk had completed the Risk Assessments and these had been considered by members of staff. Approval of these Assessments was now sought.

They were located on the table on the right hand side of the Chamber for Members to peruse.

It was PROPOSED by Councillor R. Watts
SECONDED by Councillor P. Gwyther

RESOLVED –
That the Town Council approve of the Risk Assessments.

38. npower - Proposals For A Gas Fired Station At Pembroke

The Town Clerk had received a letter from npower which indicated that they proposed to proceed with a gas power station at Staythorpe. They were still considering development of the Pembroke project but were awaiting further investigations concerning the site.

This information was provided to update Members.

39. Casual Vacancy

At the last meeting of the Town Council the Town Clerk reported that no poll had been requested in respect of the Casual Vacancy of the Market Ward, and he therefore proposed to

advertise co-option to the Council. He asked if members would indicate whether they wished the advert to appear in the Western Telegraph or other newspaper or whether it should be advertised throughout the town only. He also asked members if they wished him to ask any potential co-optee to give details of their background etc. or merely to put forward their name for co-option.

Members instructions were requested.

Members agreed that full letters of application should be requested in the advertisement which would be placed in the Western Telegraph.

40. Purchase Of Ladder/Steps Or Tower For The Use Of The Caretaker/Handyman

Councillor R. Watts declared his interest in this matter and took no part in the discussion or voting.

As part of the Risk Assessments for the Pater Hall Community Trust and the Town Council, the Town Clerk had examined the steps/ladders which were available for use by Mr. Jeremy Jones. He informed the Town Clerk that the ladder was owned by him and not by either the Pater Hall Community Trust or the Town Council. The Pater Hall Community Trustees were prepared to contribute 50% towards the cost of either a tower (which might be more suitable in this day and age than a ladder) or a ladder. The cost of a tower was £954 and the cost of a suitable ladder £288.65p.

Members instructions were requested.

PROPOSED by Councillor W. Rees
SECONDED by Councillor D. Esmond

RESOLVED –
That the Town Council should contribute 50% of the cost of a tower to be purchased for the use of the Caretaker/Handyman.

41. Publication – PD Days

The Town Clerk advised that the above publication, which is a short history of Pembroke Dock, was printed in 1987 to coincide with the 1940's Week of Celebrations. The Town Council sell the publication at £3 which had been the going rate for some years. The Town Clerk had been approached by the Pembroke Dock Museum Trust who wished to know whether they could sell the publication on our behalf at £3 per copy and send £2.50 to the Town Council keeping 50p towards their overheads, etc. An alternative would be to increase the price to £3.50 and then say to the Museum Trust that they could keep 50p and send £3 to the Town Council.

The initial cost of £3 was calculated to recover the sum of money paid to have the publication designed and printed etc. and there had been no increase since 1987. There were approximately 150 copies remaining.

Members instructions were requested.

PROPOSED by Councillor W. Rees
SECONDED by Councillor D. Esmond

RESOLVED –

That the Town Council should charge £3.50 for the publication PD Days, 50p of this to be retained by the Museum Trust.

42. Planning Applications

05/1497/PA Residential Development – Central Garage, Queen Street, Pembroke Dock –
This application had been withdrawn

07/0172/PA Mr and Mrs G. Owens 67 High Street,
40 Mount Pleasant Way Pembroke Dock -
Milford Haven, SA73 1AB **Erection of one dwelling**

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

RESOLVED –

That the Town Council have no objection to this application

43. Planning Decisions

The following decisions had been received:

06/0798/PA Proposed extension – Countryside Council for Wales, Llanion Park, Pembroke Dock – **Approved**

06/1136/PA Erection of one dwelling – Outline – Land between The Boathouse and Shearwater, Beach Road, Lower Llanreath, Pembroke Dock – **Approved.**

30. REPORT OF THE FINANCIAL OFFICER

4. Payment of Accounts

The following accounts were submitted for approval of payment:

29	J. Kilcoyne – Door Persons –Civic Function	£120.00
30	Cleddau Bridge Hotel – Civic Dinner	£1,659.62

The Town Clerk requested the following additional accounts to be approved for payment:

31	Konica Minolta – Photocopying	£107.67
32	British Telecom – Line Rental and Broadband Services	£112.76
33	M. Roberts – Internal Audit	£156.00

PROPOSED by Councillor D. Esmond
SECONDED by Councillor Mrs P.Folland

RESOLVED –
That Account Nos. 29-34 be approved for payment

31. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

There were no reports to receive from Town Council representatives.

32. ANY OTHER BUSINESS

- (a) Councillor W. Rees thanked the Town Clerk and staff for their efforts in arranging the Mayor Making, Civic Function and Dinner/Dance which he said had been a great success. He felt that the ceremony had been done with great dignity, and that the Dinner, those who spoke, and the whole evening had been a first class occasion.
- (b) Councillor P. Gwyther asked if the builders could clean the BT phone box after their work on the walls of the Pater Hall.
- (c) Councillor Mrs. P. Folland asked if the condition of Fort Road, which has deep ruts filled with water, could be reported to the County Council. Town Clerk agreed to send an e mail the following day to the County Council regarding this and the road on the north side of the Market.

The meeting ended at 2000hrs

Mayor