

Mrs Evans outlined that although the registrar is employed by PCC they are under the jurisdiction of HM Passport Office; therefore the training is an intensive three week course followed by on site monitoring before a person is declared competent to register a death. She reported one of her present staff has been training since January and has still not been allowed to register a death independently.

If TTC staff completed all the training and competency levels, completed documentation would need to be conveyed to the Haverfordwest Office on the same day.

The Clerk felt following discussion with Mrs Evans this service was very intensive and if not used on a regular basis competency levels would be impaired.

He added that since the outpost service ceased to operate in August 2014, no complaints have been received by the officers. In addition since maternity services have been relocated to Glangwilli Hospital, registrations have to be filed in the county of the child's birth, i.e. Carmarthenshire. Therefore Mrs. Evans did not know how happy Carmarthenshire Registrar would be for TTC to complete their paperwork.

Councillor Mrs Lane proposed in light of the information provided by the Town Clerk, TTC should thank Mrs Evans, PCC for the information and inform her that the Council do not wish to take the matter any further forward.

Councillor Blackhall agreed with Councillor Mrs Lane; however he still felt consideration should be given to people with exceptional circumstances, who have no means of transport to a registrar's office.

Councillor Mrs Putwain agreed with her fellow Councillors and said nobody has probably complained at travelling to access the service due to the fact they are too distressed at the time to think as they have dealt with much heartache.

The Clerk reported Pembrokeshire is the only county where local undertakers offer the service to take families to register a death.

Councillor Blackhall proposed TTC accept we are unable to fulfil the commitment to deliver the registrar service and recognise local undertakers do offer a service. However could the present service consider putting an option in place for relatives with exceptional circumstances, seconded by Councillor Mrs Lane.

Resolved that TTC write to PCC and accept we are unable to fulfil the commitment to deliver the registrar service and recognise local undertakers do offer a service. However could the present service consider putting an option in place for relatives with exceptional circumstances.

463c. EC15/0051 – Change of use from Jewellers shop to food outlet - Seren, 3, St George Street, Tenby.

Councillor Mrs Lane said following the recent change of use that TTC discussed at the last meeting the owners have changed the windows. As far as she was aware when the change of

windows was agreed with PCNPA they were to be 'like for like' but the newly installed windows were different from those there previously. She was aware the Clerk has discussed these changes with the relevant officer at PCNPA; however a week has passed and nothing seems to have been done about the concerns expressed. PCNPA seem to be inconsistent at present and therefore proposed TTC should follow up the concerns expressed by local residents, seconded by Councillor Mrs Rossiter.

Resolved that the Clerk write to PCNPA and follow up the concerns expressed at the change of windows not conforming to an agreement that they should be 'like for like'.

468c. New Local Government Legislation – Register of Members Interests

The Clerk reported he now had a pro forma for councillors to register their interests and he would circulate copies for all councillors to complete and return, prior to them being published on TTC's website.

20. CONFIRMATION OF AGM MINUTES

The Clerk outlined one typographical error.

Resolved that the Minutes of the Tenby Town Council held 8th May 2014 be confirmed and signed as accurate following correction of a typographical error.

21. MATTERS ARISING

None noted.

22. MINUTES OF TENBY TOWN REGENERATION TEAM MEETING

Councillor Mrs Lane reported all the regeneration team work is ongoing and further information would be available following the next meeting.

The Clerk reported requests had been made for costings for the Town Walls bat survey and the town wifi program was progressing.

Councillor Mrs Putwain said she agreed with the first paragraph where Councillor M Evans commented 'if PCC are supplying broadband to other towns, why is Tenby paying for their own.

Councillor Hallett asked if any further information had been received in relation to the feasibility study for the North Walk. The Clerk reported that discussions were still ongoing about the possibility of funding a feasibility study for the north walk area.

Councillor Mrs Lane proposed acceptance of the town regeneration team minutes, seconded by Councillor Blackhall.

Resolved that TTC accept the minutes of the Tenby Town Regeneration Team meeting.

23. PLANNING APPLICATION

a.NP/15/0123/FUL – Change of use ground floor from A1 use shop to A3 use coffee shop, Tudor House, Tudor Square, Tenby – Amended drawing and Design and Access Statement.

Councillor Johns declared an interest and left the chamber.

The Clerk informed councillors they had previously refused this application as they felt there were too many similar outlets already in the same vicinity of town; however within the documentation new information has been provided stating the use would incorporate A1 and A3 use. Councillor Mrs Lane reminded councillors there was a café/restaurant at the rear of the premises many years ago.

The Clerk informed Councillors the applicant was present in the chamber and if councillors wished to ask for any additional information they could through the chair suspending the meeting if required.

Councillor Dr Easy said he supported the application previously but it was refused on the vote, therefore he proposed approval of the application as he would rather have another similar establishment than another vacant premise, seconded by Councillor W Rossiter.

Councillor W Rossiter said he felt a Welsh themed café/restaurant would be a welcome alternative.

Councillor Mrs Rossiter requested clarification on disabled access to the premises. The Mayor gave permission for the applicant to speak. He said disabled toilet facilities would be provided, however he would consider a portable ramp to access the premises in line with PCNPA suggestions as there are presently steps at the frontage.

The Clerk reported portable ramps are acceptable under the Disabled Discrimination Act to enable less able visitors to access any premises.

RECOMMEND

Following new information that the applicant proposed to retain A1 usage at the front of the premises, TTC wished to withdraw their previous comments and recommend approval of the application.

Councillor Johns re-joined the meeting.

b.NP/15/0235/PNT – Proposed base station installation, land adjacent to the cemetery, Slippery back, Old Narberth Road, Tenby.

The Clerk outlined that the applicant had provided pre application information for TTC. Councillors discussed and viewed the planning application. Councillor Hallett expressed concern and asked if any work had been carried out in relation to the omissions that would be transmitted from the mast if residential properties are built on the Brynhir site.

Councillor Blackhall asked if the applicant had responded to TTC request previously that he take into account the increased surge of access on the transmitter during peak holiday periods. The Clerk reported he had sent an e-mail to the provider expressing TTC request; however he had received no direct reply.

Following further discussion.

Councillor Blackhall proposed approval subject to confirmation from the developers that the base station will have sufficient capacity to deal with the likely volume of usage during peak holiday periods, seconded by Councillor Mrs Durham.

RECOMMEND

Approval subject to confirmation from the developers that the base station will have sufficient capacity to deal with the likely volume of usage during peak holiday periods.

c.NP/15/0242/NMA – Whitbread, Whitbread Court, Houghton Hall Business Park, Porz Avenue, Dunstable – non-material amendment to hard and soft landscaping. Premier Inn, White Lion Street, Tenby.

The Clerk reported PCNPA visited following completion of the development and they highlighted a number of ‘snags’ and proposed amendments which formed the basis of the new application.

Councillors discussed the new application.

Councillor Hallett proposed approval as it improves the visual aspect of the public open space, seconded by Councillor Dr Easy.

RECOMMEND

Approval as it improves the visual aspect of the public open space.

Councillor Blackhall voted against the approval.

24. CORRESPONDENCE

a.Pembrokeshire Local Service Board – April newsletter

The Clerk explained the Pembrokeshire Local Service Board is made up of a number of public service organisations working together to deliver services to the community. Other members on the board are Mr I Westley, PCC, the Deputy Police and Crime Commissioner and Mrs B Rees, Hywel Dda University Health Board. The newsletter is sent out regularly to keep councillors informed of the boards’ actions and successes. It was

Resolved that the information be noted.

b.Mr D Rees, PCC – Gateway signage

Councillor Mrs Putwain felt it was sad PCC did not know the difference between Latin and Greek translations.

Councillor Hallett felt we now live in a multi-cultural society and additional inscriptions are a necessity.

Councillor Dr Easy proposed TTC ask PCC for clarification as to what form of Welsh translation they are using for the signage as the one indicated appears to be a rather literal Welsh translation of the English words and does not capture the true meaning of the motto, seconded by Councillor Hallett.

Resolved that TTC ask PCC for clarification as to the form of the Welsh translation they are using for the signage as that proposed is too literal and will not capture the true meaning of the motto.

The Clerk also pointed out that PCC had considered TTC previous request and changed the signage to Royal Blue. Councillors were delighted with the change to the sign’s background colour.

25. LICENSING

a. Tenby Sailing Club – New Premises Licence

Councillor Mrs Lane and Councillor Mrs Rossiter declared an interest and left the chamber.

Councillor Hallett initially challenged the present opening hours as he was not aware they were presently open during the hours as stated.

Councillor Mrs Putwain said she was against the scope of the application, noting the amount of bank holidays and additional holidays in the application; amounting to an approximate number of 50 additional days when they can open until 1am. It further states the licence will be extended for weddings; however it does not specify how many weddings.

She continued expressing how much noise will be generated in the area by extending the licensing hours as it is a natural amphitheatre, the noise will echo around the residential area. Specifically she mentioned Harriet's House provided for children with physical and terminal conditions and it is extremely close to the establishment, therefore noise will be a factor for their well being. Following the Summer Spectaculars that finish at 10pm people will go to the Sailing Club and carry on their evening, continuing and increasing the noise levels.

Recently TTC discussed St Catherine's Island opening hours and felt consideration to an 11pm licence should be considered in respect of the residential area; therefore the harbour should consider the same restriction.

The Clerk reported he was aware PCNPA have expressed concerns relating to the sailing club licence. They highlighted that the location of a marquee for weddings is not documented on the literature, along with clarification of the number of weddings for which they will need permission from PCC. They highlighted the potential noise issues for neighbouring residents.

Councillor Blackhall felt it was another extremely broad application process issue, where permission is granted for life. The sailing club state their intentions but could then sell on the premises to someone else and the permission is granted for an all hour licence. Therefore he felt a specific definition of the licence needs to be clarified and documented. Why is it that the sailing club appears to be moving from a members club to an establishment open to the general public?

Councillors discussed concerns in details before Councillor Putwain recommended refusal due to the increase in noise level for local residents, over use of the facility, with an unconventional advertising process, seconded by Councillor Hallett.

The Clerk said you can only object if it is felt that the application fails to meet one of the four licensing objectives as laid down in the Licensing Act 2003; therefore he would respond on behalf of TTC under 'the prevention of public nuisance' objective.

Resolved that the Clerk respond to the Licensing Dept, PCC expressing the Council's view that the licence should be refused in its present form as there are concerns that it does not meet Licensing Act 2003 objectives relating to the prevention of public nuisance.

Councillor Mrs Lane and Councillor Mrs Rossiter re-joined the meeting.

26. ACCOUNTS FOR APRIL 2015

Councillors discussed the accounts before Councillor Dr Easy proposed acceptance of the accounts for 2015, seconded by Councillor Hallett.

Resolved that the accounts for April 2015 be accepted.

27. ELECTION OF REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES

Councillors discussed and clarified representatives on all outside body committees with the following amendments:

- Augustus Place Committee to be kept in case of any eventuality occurring.
- Councillor Mrs Lane to be a representative on the Cemetery Committee.
- Mayor in Office is the President of Tenby in Bloom Committee.
- Councillor Mrs Durham to be replaced by Councillor W Rossiter on the Tenby Chamber of Trade and Tourism Committee.
- The Clerk clarified the Tenby Infant and Junior School representatives until the new primary school development is completed.
- Councillor Johns to be a representative on the Jubilee Play Park Committee.

All other representatives on outside bodies and committees to remain unchanged.

The Clerk to remind Tenby Harbour Users, Tenby Leisure Centre, Planed Community Hub and Tenby Northcliff Residents they have a TTC representative on their committee and please invite them to meetings to receive the support of the council.

Resolved that the amendments be made to the Outside Bodies and Committees representatives list and the Clerk to remind Tenby Harbour Users, Tenby Leisure Centre, Planed Community Hub and Tenby Northcliff Residents they have a TTC representative on their committee.

28. SIGNATORIES FOR CHEQUES FOR YEAR 2015-2016

The Clerk outlined the present cheque signatories as Councillor Mrs Lane, Councillor Hallett, Councillor Mrs Rossiter and Councillor Mrs Thomas. Following discussion by Councillors it was proposed by Councillor Mrs Durham that TTC four signatories of cheques for 2015/16 are Councillor P Rapi, Councillor Mrs Lane, Councillor T Hallett and Councillor Mrs Thomas, seconded by Councillor Blackhall.

Resolved that TTC four signatories of cheques for 2015/16 are Councillor P Rapi, Councillor Mrs Lane, Councillor T Hallett and Councillor Mrs Thomas.

29. REPORTS BY COUNCILLORS ON OUTSIDE BODIES

Councillor Blackhall reported following a very successful Mayor Making Ball, the De Valence hosted an extremely enjoyable Charity Ball run by a local Tenby lady. The event was well attended by local people and enjoyed by all. He felt it was an ideal opportunity to say to any other local person wishing to stage a charity event to call in and discuss any ideas they may have with the De Valence committee as they want to see the facility used to its full advantage by locals.

Councillor Hallett reported on the Greenhill School event he attended on behalf of the council to hear a talk from a survivor of the Holocaust. They provided an interesting and personal experience on the events that took place, highlighting to everyone present a valuable lesson that such events should never be allowed to ever occur again.

30. MEDIA ITEMS

None noted.

31. LOCAL TRADESMEN

Councillor Mrs Lane reported a local builder had contacted her noting all the large and small developments that are ongoing at present in Tenby. He noted that the majority of the contractors and workforce are from out of Pembrokeshire. He specifically asked if anything could be done to help promote the local contractors that are available to enter the tender process for part or the entire contract on each project.

She continued by expressing her understanding of the situation but personally was unaware how TTC could promote local business, builders and tradesmen.

Councillor Hallett said there is a Contractors News publication that the larger companies are more aware of and therefore they get to tender for the projects throughout the country.

The Mayor agreed with Councillor Mrs Lane saying TTC should be looking at ways to support the local businesses and perhaps through the media this could be portrayed that TTC do want to support and promote locals. Therefore he proposed all councillors take time to think of ways local business, builders and tradesmen can be promoted with the support of TTC and feedback any ideas at the next full council meeting, seconded by Councillor Mrs Lane.

Resolved that all councillors take time to think of ways local business, builders and tradesmen can be promoted locally with the support of TTC and feedback any ideas at the next full council meeting.

Councillor Mrs Lane said the builder in question said he would be more than willing to attend a TTC meeting to provide information and discuss the matter in more detail.

32. FINANCIAL OFFICER/CLERK'S ITEMS

a. Calendar of meetings for 2015/16

The Clerk handed out a copy of the Calendar of forthcoming TTC meeting dates for the year 2015/16. Following discussion Tuesday 1st September 2015 meeting will be moved to Wednesday 2nd September 2015 to accommodate the statutory additional bank holiday of TTC office staff. All other dates to be accepted as documented.

b. Footpath closure, Heywood Lane

The Clerk reported the public footpath between the back of Serpentine Road and the rugby field on which the new school development is taking place will be closed for two months in the interests of public safety during construction.

c. 2000 Caravan Club Cymru

The Clerk reported he had received a request for permission of a caravan club rally to take place on Greenhill School playing field. The Mayor said to forward the request to Ms L Eynon, Greenhill School. It was

Resolved that the Clerk forward the Caravan Rally request to Ms L Eynon, Greenhill School.

d. Gardens, Maintenance and General Purpose Committee Meeting

The Clerk reminded all councillors of the Gardens, Maintenance and General Purpose committee meeting walkabout taking place on Thursday 14th May 2015, leaving the De Valence at 11am and walking to assess the Harbour area.

e. Paxton Court - McCarthy and Stone Development

The Clerk reported following Councillor Mrs Lane inviting homeowners and staff from Paxton Court to her last Quarterly as Mayor they have reciprocated with an invitation for Councillors to join them for drinks and canapés on Thursday 14th May between 5-7.30pm. He asked for councillors to inform the TTC office staff if they were able to attend so he can confirm numbers on Wednesday 13th May.

Councillor Blackhall gave his apologies for the event. Councillor Hallett confirmed he would be attending.

33. DATE AND TIME OF NEXT MEETING

Resolved that the next meeting will take place on Tuesday 26th May 2015 at 7.30pm.

The Mayor gave his apologies in advance as he will be away on holiday for the next meeting.

34. ITEMS FOR THE NEXT AGENDA

Tradesmen – All Councillors.

35. PRIVATE AND CONFIDENTIAL

Proposed by Councillor Hallett, seconded by Councillor Mrs Putwain.

Resolved that the Council (or Committee) moves into private session under the Public Bodies (admission to Meeting) Act of 1960 by virtue of the business to be transacted would be prejudicial to members of the Public.

36. MINUTES

Resolved that the Private and Confidential Minutes of Tenby Town Council Meeting held 28th April 2015 be confirmed and signed as accurate.

37. MATTERS ARISING

474 – Staffing

The Mayor asked the Clerk to outline the item relating to setting up a staffing sub-committee to evaluate and review the present staffing workload, create a proposed plan to meet the towns' maintenance needs, as he was not in attendance at the last meeting.

Councillor Mrs Lane said she felt the sub-committee should be formed and meet as soon as possible as the town's maintenance needs would need to be addressed very shortly. It was

Resolved that the Clerk liaise and arrange the Staffing sub-committee meeting as soon as possible.

38. CORRESPONDENCE

a. Residents of Serpentine Road – Copy of letter sent to PCNPA regarding new school development (for information)

Councillor Mrs Rossiter declared an interest.

The Clerk explained he had placed this letter from a local resident in private as it spoke of potential legal action.

Councillor Hallett agreed the footpath appears to have been moved. He explained there is a water main running along the pathway and therefore it requires a specific distance for maintenance work as and when needed.

Councillor W Rossiter felt one of the main complaints was related to light pollution, which he fully agreed with as he is aware of other areas in town who have concerns over light pollution issues, like Newell Hill and Augustus Place. He offered the residents his support and sympathy at this time and agreed they are under a lot of pressure during the build as well as the dealing with concerns that the plans have been amended.

Councillor Mrs Lane proposed TTC write to PCNPA and PCC and request to join them for a site meeting to discuss the concerns expressed by residents of Serpentine Road, seconded by Councillor Mrs Durham.

The Clerk said he could contact Ms J Gibson and ask if PCNPA are proposing to call a site meeting at the Tenby Primary School Building Site.

Resolved that the Clerk contact Ms J Gibson, PCNPA to request TTC join them for a site meeting at the Tenby Primary School build site to discuss the concerns expressed by residents of Serpentine Road.

Councillor Mrs Rossiter re-joined the meeting.

39. FINANCIAL OFFICER/CLERK'S ITEMS

a. To confirm the Internal Auditors for 2015/16

The Clerk informed councillors the contract for the present TTC auditors was coming to an end. The present company have been efficient and professional at all times and therefore he requested if councillors would consider the same company as internal auditors for 2015/16.

Councillor Mrs Lane proposed that TTC retain Ashmole & Co as Internal Auditors for 2015/16, seconded by Councillor Hallett.

Resolved that Ashmole & Co be appointed as Internal Auditors for 2015/16.

Mayor _____

Town Clerk _____

Date _____