



FISHGUARD AND GOODWICK TOWN COUNCIL

The **MINUTES** of the full Town Council Meeting

held in the Town Hall, Fishguard on Tuesday 4th April 2017 at 7pm

Cllr. Mike Mayberry (Mayor) in the Chair.

Cllr. Mike Mayberry, Mayor – *M. Mayberry*

Cath Bannister, Town Clerk – *C. Bannister*

The Pembrokeshire County Council will be abbreviated and referred to as PCC within these minutes.
The Fishguard and Goodwick Town Council will be abbreviated and referred to as TC within these minutes.

MINUTES:

FISHGUARD BAY WELCOME:

Alex Harding and Jana Davidson from Fishguard Bay Welcome, updated the Town Council about this exciting new project that has recently been launched.

They discussed their aspirations and the general enthusiasm from the community with regards to community participation and co-operation between the existing organisations and groups.

The FBW project was seen as the start of a centre of information for tourists to the area. They would be located initially in the port, but also in the town.

60/17 APOLOGIES: ALL

To formally record apologies for absence and to record the attendance of Town Councillors:

Apologies were received from:

Cllr. James, C.Cllr. P Davies, C.Cllr. Pepper, Marc Owen PCC and Angela Phillips PCC.

Those Cllrs. present were: Cllrs. Ryan, Mayberry, Wyer, Stonhold, Perkins, Siggins, Morris, Wilkes, Thickitt and Mason.

61/17 MEMBER INTERESTS: ALL

To formally record any personal, political or pecuniary interests that a Town Councillor may have in any of the agenda items:

Personal Interest was declared by Cllr. Wilkes in Planning Application 16/1190/PA

A professional interest was declared by Cllr. Siggins in Planning Application 16/1190/PA

A pecuniary interest was declared by Cllr. Stonhold in Agenda item 14. Payment of Accounts.

62/17 MINUTES OF THE PREVIOUS MEETING: ALL

To record the previous meeting minutes held on 7.3.17, as a true and accurate record of the meeting.

The minutes of the previous meeting were agreed as a true and accurate record.



This was proposed by Cllr. Siggins and seconded by Cllr. Wilkes. All Agreed.

63/17 FEEDBACK FROM PCC LIAISON OFFICERS:

Feedback from our liaison officers, Marc and Angela, with regards joined up working and information sharing, with the County Council.

There was no feedback due to apologies received from bot PCC Officers.

64/17 CLERKS REPORT:

Follow up actions taken by the Clerk from the last meeting.

Action:	Outcome:
FGTC Floral Displays for 2017	Expressions of Interest for this 5 year tender, have been requested
Elections for 2017	The submission time and date for nominations as Town Councillor are now closed. Closing time 4pm on 4.4.17
Welsh Assembly and South Wales Trunk Road Agent	<p>The Clerk met with Meirion Williams of the WA and his assistant, along with Chris Davies of SWTRA. It was a very helpful meeting.</p> <p>The Clerk will submit permission for the Christmas lighting in May, after the financial audits have been completed.</p> <p>Due to the new Chimneys Route being started and due to the age of some of the existing street furniture, SWTRA will arrange for their consultants and landscaping experts, Atkins to meet with the FGTC to confirm sites for Christmas and summer displays.</p> <p>This will mean that there will be no additional lighting in Fishguard until 2018.</p> <p>The SWTRA and the WA representatives were very supportive of proposed projects that the FGTC were looking at doing and have pledged to support the Town Council.</p>
Pembrokeshire Historical Evening	<p>The event is now organised for 7pm on 19.4.17 and will be called Memories of Fishguard and Goodwick.</p> <p>There will be displays from Johnny Morris and from Scoltern Manor, illustrative talks by Edward Perkins and Hillary and Janet from the Library.</p> <p>The Library will be open throughout the evening.</p> <p>The Tapestry will be open from 6pm.</p> <p>The Heritage Centre will be open from 6pm.</p> <p>The event is scheduled to finish at 9pm.</p> <p>The Beavers and Scouts will be attending between 5pm and 6pm.</p> <p>Complimentary refreshments will be available at the interval.</p>

65/17 REPORTS:

Feedback from meetings held since the last Town Council meeting:

Finance Minutes – Cllr. Mason:

13/17 APOLOGIES: CLLR. MASON

To formally record apologies for absence and to record the attendance of Town Councillors. Apologies were received from Cllr. Ryan. Those Cllrs. in attendance were: Cllrs. Wyer, Mayberry, Stonhold and Mason

14/17 MINUTES OF THE LAST MEETING: ALL

To approve and agree, the minutes of the previous meeting, held on 28.2.17, as a true and accurate record of the meeting.



The minutes were agreed as a true and accurate record. This was proposed by Cllr. Stonhold and seconded by Cllr. Mayberry. All Agreed.

15/17 CLERKS REPORT:

<p>Action: Feedback given to Fishguard Bay Welcome ref. their declined funding bid</p> <p>Casual Assistant Role</p> <p>The Clerk has written a report with regards to grant funding applications.</p>	<p>Outcome: They will re-submit in April 2017</p> <p>This will be progressed 4pm 11.4.17 with Cllrs. Wyer, Mason and Ryan.</p> <p>The report was read out and reviewed. The report was approved and accepted, subject to an amendment as at 4.3 as follows. Any amount of funding not allocated, will be returned to the funding pot and will be added to the amount awarded every 4 months. Proposed by Cllr. Wyer and seconded by Cllr. Mayberry. All Agreed.</p>
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16/17 BUDGET UPDATE AND REVIEW: CLERK

Where are we now with the Town Council Finances?
The Clerk will give a financial breakdown with regards costs and forecasts.
The balances of the accounts as at 3.4.17 are:
General Account £4,298.69
Reserve Account £10,000.71
Christmas Lights - £3260.94
Mayors Allowance (Greening Group) £15,597.50
The first precept payment for 2017/18, is due later this month.
The Clerk produced a breakdown by category for the committee to examine.
The finances will be submitted to the internal auditor, Marshalls, later this week.

18/17 OUTSTANDING HMRC ENQUIRY: THE CLERK

The Clerk will update the Finance Committee with regards to the outstanding HMRC enquiry. There have been some developments since the last Finance Committee meeting.

The Finance Committee discussed the matter and agreed to take proposals to the full committee on 4.4.17

19/17 GRANT APPLICATIONS RECEIVED:

- (1) Fishguard Sports AFC - £2,000.00 for help with installing electricity. (re-submission)**
The committee agreed to pledge £1,000 to be paid upon production of an invoice for payment
- (2) Fishguard Senior Citizens - £500 for an annual outing and subsidised entrance fees to attractions**
The committee requested the application be deferred for further information.
- (3) Fishguard Arts Society - £600 towards the cost of the schools programme**
The application was deferred until further detailed information has been received.
- (4) Fishguard Bay Yacht Club – Any amount the TC feels able to donate towards the costs of building a new disabled access ramp, thus enabling a diverse participation into water based activities.**
The committee approved a payment of £500
- (5) Fishguard Bay Welcome - £1200 for tabards and badges for the Fishguard Friendly Faces project.**
The committee approved funding to the value of £600
- (6) St Mary's Church - £311.88 for 12 art boards. Payment for photographs. Digital overhead counter and a Jemima Memorial Stone notice.**
The committee approved funding to the value of £150
- (7) Fishguard International Music Festival - £500 towards fees for events**
The committee approved funding to the value of £300
- (8) Fishguard Invasion Centre Trust (Tapestry) - £100 for the renewal of the Visitor Attraction Quality Scheme accreditation**
The committee approved payment in full of £100
- (9) CRUSE Bereavement West Wales Branch.**
The committee approved payment of £50
- (10) TEENAGER CANCER TRUST - NATIONAL ORGANISATION**
The committee declined to award funding. They prefer to support local causes.

All the above applications were proposed by Cllr. Stonhold and seconded by Cllr. Mayberry. These applications will be heard at Full Town Council on 4.4.17 for their approval..

20/17 ANY OTHER BUSINESS

Matters not covered on the agenda but may need to be discussed on the day. Please advise the Chair and Clerk before the start of the meeting.



There being no further business to discuss, the meeting was closed at 5:10pm
The above applications were heard at full Town Council and were proposed by Cllr. Thickitt and seconded by Cllr. Ryan as being accepted. All Cllrs. Agreed

Governance Group – Cllr. Stonhold:

7/17 APOLOGIES:

To formally record the apologies for absence and to record the attendance of Town Councillors. Apologies were received from Cllr. Thickitt and Cllr. James. Those Cllrs. in attendance were: Cllr. Wyer, Mayberry and Stonhold.

8/17 MINUTES OF THE PREVIOUS MEETING:

To agree the minutes from the last meeting, as a true and accurate record of the meeting held on 7.2.17
The minutes from the previous meeting were proposed as a true and accurate record by Cllr. Wyer and seconded by Cllr. Mayberry. All Agreed.

9/17 CLERKS REPORT:

Actions taken since the last meeting of the Governance Group:

Town Council Website	The website is currently maintained by Cllr. Stonhold and is updated by both him and the Clerk. Improvements have been made and this is an ongoing project.
Completed Policies	The Clerk advised the committee that the Welsh Language Policy and the Complaints Procedural Document are ready to be adopted at full council. These two documents had previously been circulated to all the Town Councillors. It was proposed by Cllr. Thickitt and seconded by Cllr. Mason, that these two documents now be adopted and will form part of the policies for the FGTC. All Cllrs. Agreed.

10/17 WHAT PROGRESS HAS BEEN MADE TO DATE: CLLR. STONHOLD

There was a general discussion with regards what policies and procedures should be written and in what order they should be written.
The Clerk informed the group that the following activities have been completed and some are well under way to being completed.
Welsh Language Policy – Completed
Complaints Policy – Completed
Standing Orders – Will be completed by end of May 2017
Internal Procedure Guide – Will be completed by the end of May 2017

11/17 GOVERNANCE PRIORITIES. WHAT CAN BE ACHIEVED IN THE NEXT 3 MONTHS: CLLR STONHOLD

Cllr. Stonhold and the group will discuss setting achievable goals to be reviewed over the next three months. After much deliberation and discussion, it was agreed that the clerk will prepare a list of documents and will bring them to the next meeting.
It was commented that it was good to see some proper structure within the Town Council.

12/17 OUTSTANDING BUSINESS: CLLR. JAMES

At the Chairman's discretion. An opportunity to discuss matters not on the above agenda.

There being no further business to discuss, the meeting was closed at 5.50pm
Cllr. Mason proposed and Cllr. Wilkes seconded that these minutes be accepted. All Agreed.

66/17 BT PHONE BOXES: CLLR. WYER

Cllr. Wyer updated the Council with regards to the public meeting that was held on 30th March about the future of the two adopted telephone boxes that the Town Council has purchased from BT.
These are located at the top of the hill just as you enter Stop and Call in Goodwick and on High Street, Fishguard, on the junction with Y Gongol.
Both phone boxes will be fitted with a defibrillator for which funding has been applied.



The meeting was not very well attended, but, the enthusiasm of those present was excellent.

There were lots of ideas discussed about how community phone boxes have been used in other communities, for example: a book exchange, a greenhouse, an information point, advertising space etc.

Several ideas were discussed, but the favourite suggestion came from David Pepper. In keeping with the Year of Legends, the phone box is equipped with wi-fi and power. A recording device is installed and people are invited to leave a message about anything they want to.

It was suggested that the messages will be funny, sad, serious, malicious and would be used by people leaving the pub of an evening, all of which combined, would make for a diverse range of comments.

These messages will be recorded and collated at a central point and written down.

The messages could then be turned into a book or possibly acted out by the youth of the area.

It was suggested that contact is made with POINT to see if this could be coordinated with their efforts.

It was also proposed that the phone box be “fostered out” for a 12 month period to see if this idea can be achieved.

This will be progressed in consultation with the TC.

Cllr. Wilkes had previously met with the teachers, parents and pupils at Ysgol Wdig. Their suggestions included a surplus food drop off point, a greenhouse for growing food, a book exchange or a mini post office.

Cllr. Wilkes will meet with the school again to see if the school community would like to “foster” the telephone box for 12 months to see what they can achieve.

67/17 PROPOSED TRAFFIC ORDER: CLLR. MAYBERRY:

The Pembrokeshire County Council are proposing to impose waiting restrictions. Cllr. Mayberry updated the TC with regards the proposals as follows:

Fishguard Leisure Centre Access Road – extension to the no waiting at any time restrictions (double yellows) to remove indiscriminate parking currently obstructing the access road and the footway at the lower end, in the region of the leisure centre.

Wallis Street – to increase parking provision within Wallis Street for non-permit holders by reducing the length of permit bays to a level that reflects the usage and the number of permits issued.

These proposed changes were discussed.

Both amendments were fully supported by the TC and the Clerk will contact PCC in writing, advising them of this.

68/17 DOG FOULING: CLLR. SIGGINS

Following on from comments at the last Town Council meeting, this matter will be discussed with regards to possible solutions and community involvement.

Cllr. Siggins addressed the TC with regards to feedback he had received from members of the community.

He discussed ideas that had been made to him, ideas that had been discussed with



him and ways of working to reduce the number of dog fouls in the area.

Cllr. Siggins is particularly keen to work with the community, especially the younger members. They are all quite IT aware and most of them carry mobile devices.

He discussed how dog fouling is one of the more serious matters that needs to be dealt with.

He discussed proposals whereby the community are awarded in some way, for forwarding video/photographic evidence that leads to a prosecution/fixed penalty.

Cllr. Siggins stated that whatever methods are used to reduce the problem, it needs to be that people with dogs, are worried about being observed and reported for not picking up and disposing of correctly.

The problem will not go away, possibly only worsen over the summer months.

He discussed working with school children with regards to them designing posters to display in their local areas and on footpaths and the coastal path.

It was quite an in depth and lengthy discussion and the following was proposed by Cllr. Siggins and seconded by Cllr. Wyer. All agreed.

*Investigate PCC legal support with regards to issuing FPN's or issuing summons.

*Investigate utilising video evidence with a rewards scheme

*Investigate working alongside of POINT to see if they can assist with the problem.

The Clerk will organise a community meeting for the matter to be progressed.

69/17 UK CITY OF CULTURE: CLLR. STONHOLD

Cllr. Stonhold updated the group with regards the recent meetings that had been held with regards to the proposal for the City of Culture.

Below has been cut and pasted from a recent correspondence from PCC.

St Davids and the Hundred of Dewisland - UK City of Culture 2021

1.0 Introduction

This will be a very different kind of bid to any that have been put forward by other applicants in the past.

St Davids is the smallest city in Britain and one the most peripheral geographically, sitting within a stone's through of the westernmost point of mainland Wales. Set within a stunning rural hinterland and one of the world's best coastlines, we offer something completely different and unique to the competition.

We will not seek to compete in terms of scale - every other bid will be larger than ours in geographical scope, population and large-scale permanent under cover asset base - but we will offer something that is no less inspirational, compelling and spectacular.

We will make the most of the remarkable assets that we do have and will address the challenges of scale in innovative ways that turn our challenges into opportunities that will help us to deliver life changing outcomes.

2.0 The challenges we are seeking to tackle and our emerging vision

Vision:

"To bring the world to St David's and St David's to the world through an awe inspiring programme of physical and digital cultural activity"

Our vision is set within a broader context of delivering against the Wellbeing of Future Generations Act.

As such, our overarching ambition and aim for the bid is to improve the wellbeing of all those touched by our city of culture programme (the people of St David's and Dewisland, and all those who come to engage with the programme and access it remotely).

We break down what Wellbeing means to us in the context of this bid through the following priority areas:

Feeling great - Our programme will improve health and well-being outcomes, contributing to the prevention agenda and the challenges faced by an ageing society (A healthier Wales)

Doing better - Our programme will tackle rural and urban poverty, and the challenges of outward migration of young people (A prosperous Wales)

We are one - our programme will take a highly inclusive approach, bringing communities and people from all backgrounds together to celebrate (A Wales of cohesive communities and A more equal Wales)

This will be underpinned by a vibrant programme with a mix of traditional and contemporary cutting-edge material, engaging with local, national and international artists and contributors. The Welsh language will play an important



part in the programme but in a fully inclusive and welcoming way. There will be something for everyone. (A Wales of vibrant culture and thriving Welsh language)

The programme will significantly focus on our USP - our world-class coastline and landscape - with art and culture inspired by the landscape and raw environment. But we will do so in a sustainable way, mindful to protect our important ecosystem (A resilient Wales)

Finally, the programme will make a contribution to global wellbeing through digital technologies (which will no doubt be even more remarkable in 2021 than they are now). We will harness these technologies to bring the world to St David's and St David's to the world (a globally responsible Wales).

The partnership

We are in the process of forming a Memorandum of Understanding with the following partners:
Joint lead – Pembrokeshire County Council and St Davids City Council working together with:

Pembrokeshire Coast National Park authority
St Davids Cathedral
Ysgol Dewi Sant
Pembrokeshire Tourism
The National Trust
The Retreats group
Fishguard and Goodwick Town Council
Solva community Council
The St Davids Peninsula Tourist Association
Bishops Palace, CADW
The TYF group (Andy Middleton)

The PCC had pledged £5m to the project. The Pembrokeshire coast National Park had pledged £500,000 but it's not known what amount had been pledged by St. David's City Council.

The TC has been asked by PCC, to consider pledging a considerable amount of money with regards to the bid. The money only needs to be pledged at this stage. At the end of April, if St. David's bid is taken forwards, there will be just another 3 contenders for the City of Culture 2021.

Cllr. Mason suggested a pledge of £30k. There was no seconder at this stage. There was a general discussion as the money would not need to be paid until possibly, 2021.

However, the matter would need to be discussed with the local community as it is their money that is being pledged.

The next meeting for the group will be held in the Bay Hotel on 12th May.

Cllr. Mason proposed that a figure of up to £30k was suggested. This was seconded by Cllr. Morris. 5 other Cllrs. agreed to support this proposal but two Cllrs. abstained from voting.

70/15 FEEDBACK FROM THE TWINNING VISIT TO BERWICK: CLLR. MAYBERRY

Ask the Mayor to write something!!!!

71/15 TRANSITION BRO GWAUN: CLLR. MAYBERRY

TBG have contacted the Town Council and have requested that the TC nominate a representative to the Grant Panel.

The Mayor will be looking for a volunteer to sit on the group.

This matter was deferred until May because of the elections on 4th May 2017.

72/17 JEMIMA RECRUITMENT AND THE JEMIMA PLAQUE: CLLR. MAYBERRY

Cllr. Mayberry will discuss ways of taking forwards the recruitment drive for an army of Jemima's to help out at community and Civic engagements.



He will also discuss the possibility of a Jemima plaque for the town.

Cllr. Mayberry asked Cllr. Morris to update the TC with regards to the investigations he had been making in an effort to find out where Jemima lived, in order for a plaque to be placed there. Cllr. Perkins confirmed that Jemima was born in Mathry and that her parents came from Square and Compass area. This is documented in the history books, but no one is sure of where she actually lived and died – enquiries are ongoing.

Cllr. Morris will continue with his enquiries.

Cllr. Wilkes informed the TC that she knew someone who was very interested in taking on the role of Jemima.

She also suggested that the TC hire a stall on the Thursday market to see if a recruitment drive for Jemima could work as we need quite a few to share the heavy workload.

Cllr. Wilkes will progress this idea.

73/17 TOWN PLANS: CLLR. MAYBERRY

The Pembrokeshire County Council are in the process of appointing a consultant to develop a five town regeneration plan. What information, if any, do Town Councillors wish to share with their consultants. Are there any specific plans relating to Fishguard and Goodwick that you would expect the PCC to share?

Please discuss.

The Town Councillors spent a long time discussing the ideas that they all had for the re-design of the square area in Fishguard and came up with the following list, which is to be forwarded to Sinead Henahan at PCC.

Toilet facilities – a priority

Improved and effective street lighting

Seating areas within the square area

Wider pavements with more dropped kerbs for improved pushchair and wheelchair access

There needs to be a focal point within the market square area that is directly associated with the heritage of the twin towns and something to be proud of

More FGTC input with PCC/Consultants, throughout the entire consultation process

It was also asked that if the current “square” area is re-designed, would it still be called Fishguard Square?

The Clerk will take this matter back to PCC.

74/17 Planning Application Consultations:

16/1190/PA Alterations and an extension at 35, Plas-Y-Gamil Road, Goodwick.

No adverse comments

Discharge of Conditions

16/1111/DC Land adjacent to 49, Dan Y Bryn Road, Fishguard.

Noted

Notification of Planning Decisions:

16/1132/PA Station House, Brodog Lane, Fishguard – passed with conditions

Noted



16/1008/PA Trefwrgi Far, Goodwick – passed with conditions
Noted

Approval of non-material Amendments

None received

Listed Building Consent

None received

75/17 PAYMENT OF OUTSTANDING ACCOUNTS:

PCC Rent for premises in Town Hall - £500

North Pembrokeshire Transport Forum renewal - £12

BT – Quarterly rental - £155.66

Paul Stonhold – website maintenance – Feb and March £100

The above payments were proposed for payment by Cllr. Wyer and seconded by Cllr. Wilkes.

It was suggested by Cllr. Mason that a better deal is sought for the telephone line. The Clerk advised the TC that they are three years into a 5 year contract.

76/17 ANY OTHER BUSINESS UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:

Matters arising that need urgent attention and that have come to notice since sending the agenda out, may be proposed here.

Items must be referred in the first place, to the Clerk and then to the Chairman, prior to the start of the meeting:

16/1314/PA Planning for replacement roof covering at Capel, Glyn Y Mel Road.
No adverse comments

16/1321/PA Planning for extension and alterations at 4, Harbour Village, Goodwick
No adverse comments

77/17 PRIVATE SESSION: CLLR. MAYBERRY

LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 AND THE FREEDOM OF INFORMATION ACT 2000:

The Chairman, Cllr. Mayberry moved that the press and public be excluded at this stage of the meeting.

Because with consideration to the item of business to be discussed by Councillors, it is likely, there would be a breach the Data Protection Act 1998.

Having complied with legislation and with advice given and being aware that no criminal activity has occurred, the Town Councillors must decide steps the Town Council must now.

There be no further business to discuss, the meeting was closed at 9:05pm