

**TENBY TOWN COUNCIL**  
**MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD**  
**8<sup>TH</sup> JUNE 2021**

**PRESENT:** Cllr Mrs S Skyrme-Blackhall Mayor  
Cllr Mrs T Evans  
Cllr Mr J Cornwell  
Cllr Mr L Blackhall  
Cllr Mr T Hallett

**IN ATTENDANCE:** Mr A Davies Clerk  
Mrs S Thompson Assistant to the Clerk

The Mayor welcomed all to the meeting.

**49. TO RECEIVE APOLOGIES**

Apologies received from Cllr Ronowitz, Cllr Mrs Brown, Cllr Mrs Rossiter, Cllr Whitehurst, Cllr Mrs Lane and Cllr Rapi. Cllr Morgan will endeavour to get online but is currently travelling back from Cardiff

**50. TO DISCLOSE ANY PERSONAL INTERESTS IN ITEMS OF BUSINESS LISTED BELOW**

None declared.

**51. TO AGREE ITEMS OF CORRESPONDENCE AND COMMITTEE MINUTES OTHER THAN THOSE MARKED NOT FOR PUBLICATION BEING GIVEN TO MEMBERS OF THE PRESS PRESENT**

Proposed by Cllr Hallett and seconded by Cllr Blackhall.

**RESOLVED**

**That items of Correspondence and Committee Minutes other than those items marked Not for Publication be given to members of the Press present.**

**52. CONFIRMATION OF MINUTES**

**Resolved that the Minutes of the Tenby Town Council meeting held 25<sup>th</sup> May 2021 be confirmed and signed as accurate.**

**53. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY**

- a. **Page 22 Item 39 – Augustus Place:** The Clerk confirmed that all previous hirers had been written to but currently not many are in a position to restart. A couple of organisations are holding their committee meetings to begin with to decide how to go forward. Cllr Cornwell had recently spoken with Mr Terry Evans regarding the choir using Augustus Place and confirmed that this was their approach too.

**54. TO DISCUSS THE FOLLOWING PLANNING APPLICATIONS AND TO AGREE ACTION IN RESPONSE TO PROPOSALS:**

The Mayor asked if both of the following items could be taken together.

- a. NP/21/0301/FUL- Replacement of arched window and provision of new signage – 24 High Street, Tenby

The Mayor asked if councillors had any comments.

Cllr. Hallett queried if the plan would see the window replaced with another arched window.

The Clerk said it appeared that the application would be keeping the original character of window but filling part of the fenestration with signage rather than glass. Cllr Blackhall believes that this could be due to the fact that the amount of window display was counted for business rating purposes.

Cllr Cornwell felt the proposal looks similar to how it is now.

As a number of councillors had not had the opportunity to view the plans online the Clerk showed councillors the plans by sharing his screen. The Mayor described the plans for Cllr Hallett's benefit as he was 'phoning into the meeting. Cllr. Hallett commented that, so long as the structure of the window frame was not modified, he was happy with the application.

Cllr Blackhall proposed accepting the application as it is consistent with the scheme for shop frontages within the town's Conservation Area. He was seconded by Cllr Mrs Evans.

**RECOMMEND**

**Approval. Considered against all the relevant policies contained within the LDP members feel that this proposal is in keeping with the town's Conservation Area.**

- b. NP/21/0302/LBA – Replacement of arched window, provision of new signage and redecoration – 24 High Street, Tenby

Comments as above.

**RECOMMEND**

**Approval. Considered against all the relevant policies contained within the LDP members feel that this proposal is in keeping with the town's Conservation Area.**

**55. TO CONSIDER THE FOLLOWING ITEMS OF CORRESPONDENCE AND AGREE ACTION IN RESPONSE TO PROPOSALS:**

- a. Mr Marc Owen, PCC – Off Street Parking Places (Consolidation) Order 2011 (Variation Order No 10)

Cllr Blackhall noted a couple of things, the main changes being making The Salterns, South Beach and The Green all year-round charging car parks as opposed to seasonal as before.

He had no issues with South Beach, and The Salterns car park is normally closed in the winter, but The Green would present issues as residents on Marsh Road, Newell Hill and other parts of town including The Green use this car park.

When residents of these areas are struggling to find parking close to their properties, they use The Green car park. Residents pay during the summer and then continue to use it throughout the winter free of charge. He felt this element unduly penalised these residents and suggested PCC be asked to reconsider the proposal for The Green.

If PCC wished to continue with the proposal, he noted that the charge period would be defined as 9am to 7pm. This is not convenient to those returning from work and wondered if PCC would consider adjusting the charge period to end at 5pm to allow overnight car parking for residents in the area.

Cllr Blackhall proposed asking PCC to reconsider designating The Green as all year round at least until we have had a further year to take forward the request to HRA for action to resolve the Newell Hill parking issues. If PCC felt they were not not able to keep to a summer only charge period for The Green then they should be asked to consider altering the charging period to from 900 to 1700 hrs and not 1900 hrs.

Cllr Mrs Evans agreed with Cllr Blackhall adding that it had been mentioned that there was a possibility of permits being issued to residents at a cheaper rate.

This past week the area has been busy with visitors parking in Newell Hill. Cars are clearly holiday makers looking for a free parking place.

She wondered about the possibilities of residents only parking signs? Whilst it may not deter all, some may take heed.

If parking issues experienced in the last few weeks were a taste of things to come, we have a massive problem. Can we get permits in place whilst this issue is being sorted out? This is a huge headache for those residents in Newell Hill.

The Mayor knows it is bad and the same is happening on The Maudlins. It appears that visitors are parking anywhere where they can in order not to pay.

Cllr Blackhall said he is happy for these suggestions to be included in one of the solutions. This issue is affecting Newell Hill, Marsh Road, The Green and St John's Hill as there is often no other option for parking.

Cllr Mrs Evans seconded Cllr. Blackhall's proposal.

Cllr Hallett believes that Slippery Back is being advertised on the internet as an area available for free parking. The Clerk confirmed that Slippery Back is proving a problem and that PCC are currently looking at some form of traffic restriction.

The cost of car parking in Tenby is not extortionate commented the Mayor.

### **RESOLVED**

**That while members were content with proposals for The Salterns and South Beach they ask that those proposals for The Green car park either be reconsidered or at least be put on hold until the outcome of our request to the HRA in relation the Newell Hill parking is known.**

**Alternatively, members ask if consideration be given to reducing the charging period on The Green to 900 hrs to 1700 hrs allowing those residents returning from work the availability of evening parking facilities from an earlier hour.**

**Further than the Clerk ask Mr. Marc Owen about the possibilities of erecting a 'Residents Only' sign on Newell Hill and what progress had been made on a reduced fee permit scheme for residents within the vicinity to use The Green.**

**56. TO RECEIVE THE ACCOUNTS FOR MAY (INCLUDING SCHEDULED PAYMENTS, UNPRESENTED CHEQUES, RECEIPTS, ACCOUNT BALANCES, BUDGET MONITORING TO DATE AND BANK RECONCILIATIONS) AND CONSIDER ANY ISSUES ARISING**

Any queries asked the Mayor? There were none.

Cllr Mrs Evans proposed acceptance of the accounts and Cllr Hallett seconded.

### **RESOLVED**

**That the accounts for May (including scheduled payments, unpresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) be approved.**

**57. TO APPROVE THE END OF YEAR ACCOUNTS FOR 2020-2021**

Any queries on this asked the Mayor? Cllr Blackhall asked if there was anything that the Clerk wished to draw attention to the councillors.

The Clerk highlighted the distinct reduction of income on Augustus Place due to Covid and that expenditure on capital projects was up £81K on the previous year. This was due to spends on the Skate Park, the Paragon project and Accessible Tenby initiatives. However much of this expenditure has been offset by grant income.

Cllr Blackhall referred to fixed assets page 7, specifically the valuation for De Valence and Augustus Place. The Clerk explained that, as per Audit requirements, the assets were valued at projected re-build costs and not current land/building market value

Cllr Hallett moved that the End of Year Accounts be accepted and this was seconded by Cllr Mrs Evans.

**RESOLVED**

**That the End of Year Accounts be accepted**

58. **TO APPROVE THE ACCOUNTING STATEMENTS AND ANNUAL GOVERNANCE STATEMENT FOR SUBMISSION TO EXTERNAL AUDIT FOR END OF YEAR ACCOUNTS 2020-2021**

Cllr Blackhall moved that the Accounting Statements and Annual Governance Statement be approved and Cllr Hallett seconded.

**RESOLVED**

**That the Accounting Statements and Annual Governance Statement be approved**

59. **TO CONSIDER ANY UPDATES ON TENBY TOWN WALLS AND AGREE ACTION IN RESPONSE TO PROPOSALS**

The Clerk told councillors that he has nothing further to report at the moment. He had emailed Susie Adams to see where we are in relation to the report and methodology statement but she had yet to return to him. The Mayor had seen Mrs Thomas last Sunday morning and together they had had a good look at the walls.

60. **LOCAL MARKET HOUSING POLICY – CLLR MIKE EVANS**

**Move on as Cllr Evans not present.**

61. **TO CONSIDER ANY FINANCIAL OFFICER/CLERK'S ITEMS AND TO AGREE ACTION IN RESPONSE TO PROPOSALS**

- a. **DBS checks on councillors and staff**

Following on from the last TTC meeting, the Clerk had researched and produced the attached Report relating to DBS checks on councillors. Nothing has changed in relation to this since the matter was considered some years ago. You can only ask for Enhanced or Standard DBS checks if the role requires councillors to be in close contact with vulnerable groups, general councillor duties do not not require DBS.

A Basic DBS check could be undertaken by individual members but this only gave information stored on the Police National Computer which was only unspent convictions.

Cllr Blackhall said that, on the basis of the Clerk's very detailed report, clearly there is no requirement for councillors to undertake a DBS check and there is little benefit of a Basic check in terms of its value.

We have updated our information on the question of DBS checks and Safeguarding issues are already reflected in TTC's current policy.

Cllr Mrs Evans agreed with Cllr Blackhall.

### **RESOLVED**

**That as the council is not in a position to request Standard or Enhanced DBS checks on councillors and staff, and there is little benefit in requiring Basic DBS checks, it does not proceed.**

#### **62. DATE AND TIME OF NEXT MEETING**

**Resolved that the next meeting will take place on Tuesday, 22<sup>nd</sup> June 2021 at 7.30pm.**

#### **63. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA**

None proposed at this time.

#### **64. TO RESOLVE TO EXCLUDE THE PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM(S) OF BUSINESS UNDER THE "PUBLIC BODIES (ADMISSION TO MEETINGS) ACT OF 1960"**

#### **65. TO CONFIRM THE PRIVATE AND CONFIDENTIAL MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD 25<sup>TH</sup> MAY 2021**

**Resolved that the Private and Confidential Minutes of the Tenby Town Council meeting held 25<sup>th</sup> May 2021 be confirmed and signed as accurate.**

#### **66. MATTERS ARISING FOR INFORMATION ONLY**

No matters arising.

#### **67. TO RECEIVE THE NOTES OF THE MEETING BETWEEN TTC, PCC AND TENBY MARKET TRADERS ASSOCIATION HELD ON 25<sup>TH</sup> MAY 2021 AND AGREE ACTION IN RESPONSE TO PROPOSALS**

The Mayor asked if councillors had any questions. Cllr Blackhall thanked all those involved as it was a very productive meeting.

**RESOLVED**

**That TTC work with PCC to develop an Enhancing Pembrokeshire Fund grant bid to undertake a feasibility study on Tenby Market.**

**68. TO RECEIVE THE INTERNAL AUDITOR'S REPORT ON END OF YEAR ACCOUNTS 2020 – 2021 AND AGREE ACTION IN RESPONSE TO PROPOSALS**

The Clerk informed councillors that the auditors had found no problems other than at occasional times, when grant donations have been made, the accompanying minutes are not always attached to the yellow slips for reference. This would be rectified. Cllr Blackhall proposed accepting the Auditors' comments and thanked all involved, the Mayor seconded. Cllr Hallett congratulated the Clerk and his assistant for their work on accounts and audit preparation.

**69. BRIGHTENING TENBY (INCLUDING PREPARATION OF A TENDER SPECIFICATION FOR SOUTH PARADE BENCHES) – CLLR BLACKHALL**

**RESOLVED**

**That the tender specifications be accepted and advertised in the local press as soon as possible.**

The Mayor thanked everyone for attending. She noted that numbers were down and felt that meetings may be like this until we finish for the summer recess as many councillors are in the hospitality sector and Tenby is getting increasingly busy.

She expressed thanks to the Clerk and assistant to the Clerk for their continued hard work and urged everyone to continue to take care.

Mayor \_\_\_\_\_

Town Clerk \_\_\_\_\_

Date \_\_\_\_\_