

**Minutes of the Monthly Meeting of the Council on Monday 4<sup>th</sup> April 2011 in the Council Chamber at 7.00pm**

The Mayor welcomed Miss Heidi Gray as new clerk and Mrs Sian Richardson who presented her interest in using the City Hall as a base for the local amateur dramatic group. This was well received by the Council. Mrs Richardson then left the meeting.

**Present:**

JG Lloyd Mayor, CT Taylor Deputy Mayor, JW Braby, DJO Chant, DJH George, PA Goddard, MC Gray, SJ Halse, MGD James, BT Price, RJ Thornton, S Williams with PL Evans (Responsible Finance Officer) , H Gray and DC Menday (Clerk).

- 1 Apologies for Absence:** full attendance.
- 2 Declarations of Interest:** Members were requested to identify any declarations of personal or prejudicial interests that they might have in relation to items on the agenda.
- 3 Confirmation of Minutes for:-**
  - 3.1 The Council Monthly Meeting on Monday 7<sup>th</sup> March 2011 were RESOLVED to be accepted and approved.
  - 3.2 'In Committee' Minutes of the Council Monthly Meeting on Monday 7<sup>th</sup> March 2011 were RESOLVED to be accepted and approved..
  - 3.3 'In Committee' Minutes of the Special Meeting of the Month on Tuesday 15<sup>th</sup> March 2011 were RESOLVED to be accepted and approved.

**Matters Arising**

- 4 NEW CLERK**
  - 4.1 Minutes of the Staff Review meetings of 3, 14 and 15 March 2011 were RESOLVED to be accepted and approved.
  - 4.2 Appointment of new Clerk and associated matters of contract that were confidential were RESOLVED to be considered at the meeting of 18<sup>th</sup> April 2011.
- 5 STEPHEN CRABB MP**
  - 5.1 Council Meeting – MP Stephen Crabb's letter of 10 March 2011 was RESOLVED to be received.
  - 5.2 Save Milford MRCC copy of letter to Cllr M Gray of 25 March 2011 - Cllr Gray outlined his meeting with Mike Penning MP Under Secretary of State at the Department for Transport and Stephen Crabb MP and confirmed that a letter reaffirming the Council's support for continuing Milford Haven as a maritime rescue centre had been sent.
- 6 CITY HALL**
  - 6.1 Kitchen Refurbishment :- RESOLVED That under section 100 (A) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information.
  - 6.2 Kitchen storage – it was agreed to investigate the cost of a small store for kitchen utilities.
- 7 WHITESANDS**
  - 7.1 The following complaints regarding the cost of parking at Whitesands were noted with replies to be sent advising of the Council's basis for charging. Prices were to be reviewed in November 2011 at the end of the season:
    - 7.1.1 Mrs Joan Stephens letter 7 March 2011.
    - 7.1.2 Mr Robin Moore letter of 15 March 2011.
    - 7.1.3 Robert Edwards Coaches at Letterston.

- 7.2 Vehicle Control Solutions Ltd (Flashpark) letter of 22 March 2011 regarding changes to parking enforcement as used at Whitesands. RESOLVED to investigate the provision of a full car park order to enable enforcement.
- 7.3 Mr T Sutton letter of 14 March 2011 - Round Ramsey Race 2011 on Saturday 30 July 2011. RESOLVED to continue to support the race and to allow longboat tow vehicles to park free of charge.
- 7.4 Mr S Griffin enquiry regarding coaches from 2 cruise ships visiting Milford Haven and Pembroke on 2 August. RESOLVED to provide the company with information regarding parking and to inform them that the Council has no objections for photos being taken on the Cross Square and at Whitesands.
- 7.5 Whitesands Beach Café –improvements were discussed and while costs of louvered side door were awaited it was RESOLVED to get an additional quote for a more substantial extractor fan.
- 8 COMMEMORATION OF THE ROYAL WEDDING of HRH Prince William and Catherine Middleton. As both head teachers at Ysgol Bro Dewi and Ysgol Dewi Sant had agreed with the idea of planting trees to commemorate the royal wedding. The Clerk reported that a flowering cherry tree would cost £60 planted at each site. RESOLVED to accept the cost and to provide slate for the commemorative plaques that Cllr Gray has kindly offered to engrave free of charge.
- 9 QUEEN ELIZABETH II FIELDS CHALLENGE The additional information was noted.
- 10 WITHYBUSH HOSPITAL Forthcoming meeting of council representatives with Hywel Dda Health Board. The questions to be raised at the meeting with Hywel Dda Health Board on 5<sup>th</sup> April were finalised.

**Accounts:**

11 Internal Audit for February 2011 had been successfully undertaken and was RESOLVED to be accepted.

12 Accounts for March 2011.

## INCOME AND EXPENDITURE MARCH 2011

Balance as at 27/03/2011

£

Current A/c 86383.41

SUMMARY	Car Park	City Hall	Admin	Capital	Misc	Café	St Justinian	VAT	TOTAL
Income	5810	561			300	911			7582
Expenditure	1097	450	2120		1679			104	5450
Balance	4713	111	-2120	0	1379	911	0	-104	2132

## DONATIONS

LGA 1972 Sec 137 for 2010/11	
Last month's donations	25
Total donated 2010/11	3125
Balance available	6450

LGA 1972 Sec 214 Cemetery Maintenance	
Total donated 2010/11	950

## PAYMENTS

£

B Stevens (Trees)	163.50
B S Davies (Internal Auditor)	120.00
Peter Lavin (2)	543.75
Chubb Fire	247.42
Old Cross Hotel	45.85
Robert Mills	40.00

Martin Griffiths	280.00
PVT	51.00
Lappset UK Ltd	74.40
DC Munday	1495.97
P L Evans	239.77
Viking Direct	132.85
H Bennett & Sons	320.04
J Phillips	106.08
P Lavin	609.40
CHG Electrical	250.00
Martin Griffiths	358.00
Total	4473.03

RESOLVED to approve the accounts for the month and to grant permission to pay.

- 13** Pembrokeshire County Council National Non Domestic Rate Notice for 2011-12 – the charges for the City Hall £2396.80 and Whitesands car park £5136.00 (an increase of 3.8%) were RESOLVED to be accepted.

**14** Donations:

14.1 The following letters of thanks were RESOLVED to be received:-

14.1.1 Cruse Bereavement Care letter of 11 March 2011 for donation of £25.

14.1.2 British Heart Foundation Cymru letter of 10 March 2011 for donation of £100.

Donation Requests:-

14.2 Mencap Cymru letter of 11 March 2011 - RESOLVED to be received.

14.3 Citizen's Advice Bureau of 21 March 2011 - RESOLVED to donate £200.00.

14.4 Victim Support letter received 28 March 2011 - RESOLVED to be received.

14.5 Charity Walk email of 28 March 2011. As the Council has recently donated to Macmillan Cancer

Support who aware the beneficiary of the charity walk it was RESOLVED to reply to Mr Bradley advising that £150 had been sent.

14.6 87.7FM Withybush Radio letter of 30 March 2011. RESOLVED to be received.

**Correspondence**

- 15** St Davids Over 50's Forum - letter of thanks of 13 March 2011 for support received for the St Davids Day Eisteddfod was RESOLVED to be received.

**16** One Voice Wales:-

16.1 Letter 10 March 2011 - Membership renewal 2011-2012 - RESOLVED to continue the membership and pay the fee of £259.

16.2 Letter 11 March 2011 - National Training Programme for Community and Town Councils in Wales was noted.

16.3 Notice of Wales 2011 Conference and AGM Saturday 8 October 2011 was noted.

- 17** PALC Annual subscription 2011/12 – RESOLVED not to renew the subscription.

- 18** Pembrokeshire County Council letter of 10 March 2011 – Application for a Premises Licence for The Bishops, Cross Square. (Variation to include recorded music 08.00 to 00.30 except New Years Eve that is 36 hours). RESOLVED to support the application in line with the Council's policy regarding recorded music (to limit live and recorded music to 00.30 for inside of any premises between Monday – Saturday and to limit live and recorded music to 22.30 for inside of any premises on Sunday) but to limit music on New Years Eve to 1.00am.

- 19** Pembrokeshire Business Network – Impact of parking charges and parking restrictions on businesses was noted.

- 20** Pembrokeshire County Council Local Government Wales Measure.  
This is the Measure approved by the NAW that is now awaiting Royal Assent and it was RESOLVED to be received.
- 21** Challenge 66 – The organisation wishes to place a gazebo (4m by 4m) on the Square for the ultra marathon charity run on 17<sup>th</sup> April 2011 - RESOLVED to grant permission for the gazebo.
- 22** North Pembrokeshire Transport Forum:  
22.1 Membership renewal for the period 1<sup>st</sup> April 2011 – 31<sup>st</sup> March 2012. It was RESOLVED to continue the membership and pay the fee of £12.  
22.2 March Briefing paper was noted.  
22.3 Email 30 March 2011 – Information on five additional trains to run between Fishguard and Carmarthen, commencing in September 2011 was RESOLVED to be received.
- 23** Pembrokeshire Voluntary Transport:-  
23.1 Letter of 21 March 2011 – Community Transport information including hire charge increases following recent rises in fuel costs was RESOLVED to be received.  
  
23.2 Verbal enquiry received from PVT re Bws y Bobol booking arrangements. PVT requests that given the need for support for the local group, will St Davids City Council please consider running the bookings system as a means of supporting the Bws operation? RESOLVED that if Bws Y Bobol and PVT wish, the booking and administration of Bws Y Bobol could be undertaken by the City Council as part of the Clerk's duties.
- 24** HM The Queen's Diamond Jubilee Beacons on 4 June 2012 – Letter of 24 March 2011 from the Pageantmaster regarding a beacon at the Western most point in Wales. RESOLVED to contact Brawdy YFC requesting that they consider lighting the beacon using the same format as they did for the Queen's Golden Jubilee celebrations.
- 25** Community Pool Group:-  
25.1 Minutes of meeting on 16 March 2011 were RESOLVED to be received.  
25.2 RESOLVED to write to David Lloyd as group Chairman, inviting him to attend a Council meeting and inform them of any progress. Chris Taylor declaring a personal interest.
- 26** Friends of St Davids Cathedral email 3 April 2011 – Invitation to consultation regarding the future use of the Old School, Quickwell Hill in the Memorial Hall on 8<sup>th</sup> April 2pm and 5pm and between 7pm and 9.30pm, and also on Saturday between 9am and 12noon was noted.
- 27** Standard letters and newsletters – the following items were RESOLVED to be received.  
27.1 Came and Company Parish Council Insurance Newsletter Spring 2011  
27.2 Information Commissioner's Office – General information.  
27.3 SLCC:-  
27.3.1 Resolving Workplace Disputes – Government Consultation information available online closes 20.4.2011.  
27.3.2 Letter 14 March 2011 – Information on the services available on employment law matters.  
27.4 Pembrokeshire Coastal Forum:-  
27.4.1 eNewsletter.  
27.4.2 Email 31.3.11 - Marine Conservation Zone Project -Wales Site Selection Guidance for Highly Protected Marine Conservation Zones and the Welsh Assembly Government's response and analysis which is now available on the Welsh Assembly Government website. Contents of e-mail were noted.  
27.4.3 Email 31.3.11 Invitation to 'Coastal Change' project for schools on 12 April 2011 to be an expert for the day on 'Marine Renewable Energy' at Memorial Hall. Contents of e-mail were noted.
- 28 Reports from Members representing the Council:-**  
28.1 Bws y Bobol – R Thornton. No report.  
28.2 One Voice Wales – P Goddard. Nothing to report.

- 28.3 St Davids Carnival Association – G James. Meeting will take place in June.
- 28.4 St.Davids Christmas Tree Association – B Price. Cllr Price reported that the lights are to be switched on the Cross Square and Father Christmas is to hand presents out in the Memorial Hall.
- 28.5 St Davids Community Pool Group – C Taylor. Discussed under Minute 25.
- 28.6 St.Davids Day Celebration Group – S Halse. Nothing to report.
- 28.7 St Davids Day Centre for the Elderly – G James. AGM to be held in May.
- 28.8 St Davids Eco City Group – R Thornton. No report.
- 28.9 St.Davids Peninsula Tourist Association – S Williams. Broadsheet has been very well received.
- 28.10 St.Davids - Matsieng Lesotho Link – C Taylor. Lunch was successful and raised £400.
- 28.11 Youth Drop In – B Price. Cllr Price to attend on Thursday 7<sup>th</sup> April.
- 28.12 Ysgol Bro Dewi Governor- B Price. No report.
- 28.13 Mayor's Report for the Month. No report.

## 29 County Councillor's Report.

- 29.1 Cllr George has received many complaints about the speed bumps outside Ysgol Dewi Sant which were noted.
- 29.2 The shared space pavements in Nun Street are not going ahead at present. RESOLVED to write to the County Council stating that the dropkerb / pedestrian path was a priority in Nun Street.

## Clerk's Business:

- 30 Council photograph. RESOLVED to have the picture taken at 6.30pm on 18<sup>th</sup> April by Phillip Clarke on the Cross Square.
- 31 Website – new website was virtually ready and training for the new clerk was ready to go.
- 32 Annual Review of Policies, Licences, Agreements, Audit, Risk Assessments, Tenancies, Assets, Insurances and Staff 2011.

The key responsibilities of the Council had been reviewed by the Clerk and the following points were presented for consideration:-

- 32.1 Register of Members Financial and Other Interests, Gifts and Hospitality – members were invited to provide an update to the information on register and to sign the declaration.
- 32.2 Policies, Licences, Tenancies and Agreements – The following matters were RESOLVED to be received:-  
Policies updated or created on 2 December 2010.
  - 32.2.1 Bullying and Harassment Policy.
  - 32.2.2 Equal Opportunities Policy (Dignity at Work) update in the light of the amended equality opportunities legislation.
    - 32.2.2.1 Gritting and Ice Clearance Policy.
    - 32.2.2.2 Freedom of Information and Data Protection Registration are current.
  - 32.2.3 Whitesands Over flow car park licence expires 31.10.11 after 5 years.
- 32.3 Risk Management - Inspections and Risk Assessments of Council Property and Events:  
Risk Audit 2011.
  - 32.3.1 Routine Inspections of council assets and property were continuing with records being made on the Staysafe system that is now an online service. It was agreed that the new Clerk needs training on this and in routine inspections.
  - 32.3.2 Thanks for voluntary assistance go to Mr John James who from time to time had assisted with updates and provided new risk assessments. RESOLVED to send a letter of thanks.
  - 32.3.3 Financial Management Risk Assessment - there were no new matters arising. The situation at Whitesands was under review and a discussion followed on whether to have a Mayor's allowance and this was deferred to the next full meeting.
- 32.4 Assets – Asset Register was updated on 22 March 2011 in terms of content. New values for assets are awaited.

- 32.5 Insurance – The insurance cover is at the beginning of year 2 of a fixed price 3 year contract.
- 32.6 External Audit – There were no items requiring attention identified in the 2009/10 External Auditor's Report.
- 32.7 Budget requirements for 2012/2013. The cost of Whitesands car park resurface and Hall improvements such as glass doors at both ends of the entrance hall were noted for inclusion in capital planning for 2012/2013.
- 32.8 Office Services.
- 32.8.1 Issue of waste and recycling bags on behalf of Pembrokeshire County Council was to be continued.
- 32.8.2 Photocopying charges were RESOLVED to be:-
- 32.8.2.1.1 10p per A4 or equivalent eg A3 is 20p for black and white.
- 32.8.2.1.2 25p per A4 or equivalent eg A3 is 50p for colour.
- 32.8.3 Staff Performance Review 2011 – This was deferred until the meeting on 18<sup>th</sup> April 2011.
- 33 Safe Routes in the Community Bid – The first meeting of the Community Group is on 5 April with Pembrokeshire County Council in the Council Chamber at 6.30pm was noted.
- 34 Flag Pole maintenance – Cllr Gray was thanked for replacing the internal mechanism of the flag pole and for checking on the base fixing.
- 35 New site for Quickwell Hill bench with no view. RESOLVED to investigate the possibility of moving the bench to the opposite side of the road.
- 36 Access to Clerk – Signage and bell/ intercom at foot of the stairs. RESOLVED to get a price for an intercom system.
- 37 Citizen's Advice Bureau Service in St Davids. They are reducing the frequency of workshops but increasing the length of them.
- 38 Play Area
- 38.1 Rocking horse - bearing failure. The clerk reported that replacement bearings were required and these RESOLVED to be replaced with the cost being £15 each plus fitting.
- 38.2 Mini Carousel was now re-installed on new base.
- 39 City Hall Balcony storage - to improve the use of the area it was RESOLVED to order racking.
- 40 Old computer disposal - the original laptop from 1997 was unserviceable. It was RESOLVED to be disposed of after the hard drive was removed.
- Planning:**
- 41 NP/11/106 gdo part 6 Agricultural building at Rhosgadw, SA62 6PW – RESOLVED to support the application.
- 42 NP/11/107 Change of use to single dwelling and retention of wooden office/store at Glan y Mor, Caerfai Road SA62 6QT– RESOLVED to support the application.
- 43 NP/11/117gdoPart 6 Agricultural Building at Upper Porthmawr SA62 6PS – RESOLVED to support the application
- 44 NP/11/118 Extension to enlarge garage and create first floor boxroom at Pen y Cae, Maes Elfed – RESOLVED to support the application.
- 45 NP/11/123 Replacement Garage to accommodate disabled vehicle, Marychurch SA62 6QU – RESOLVED to support the application.

- 46 NP/11/039 As an update for you. Dwelling on vacant land at 44 Bryn Road. Application refused despite the City Council's support.

There being no further business the meeting closed at 9.35pm.

Signed .....

Date.....

Chair

**Minutes of the Second Meeting of the Month on Monday 18<sup>th</sup> April 2011 at the Council Chamber at 7.00pm.**

**Present:** JG Lloyd Mayor, CT Taylor Deputy Mayor, JW Braby, DJO Chant, DJH George, PA Goddard, MC Gray, SJ Halse, MGD James, BT Price, RJ Thornton, S Williams with PL Evans (Responsible Finance Officer) , H Gray and DC Menday (Clerk).

**49 Apologies for Absence:** Full

**Matters Arising from 4 April 2011 Meeting**

- 50 RESOLVED That under section 100 (A) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information.
- 50.1 New Clerk's contract conditions.
  - 50.2 Staff performance review for outgoing Clerk and the Responsible Finance Officer.
  - 50.3 Painting quotations for the City Hall.
  - 50.4 Memorial Hall kitchen refurbishment
  - 50.5 Louvre doors for Whitesands Café.
  - 50.6 Extraction unit for the kitchen at Whitesands Café.
- 51 NAAS RUGBY CLUB VISIT. Naas Rugby Club were due to arrive at 1.30pm on Friday 22<sup>nd</sup> April at St Davids Rugby Club and it was RESOLVED that the Mayor, Deputy Mayor, Cllr James, Cllr Price, Cllr Williams and Clerk Gray would meet the visiting club.
- 52 **Correspondence requiring attention prior to the meeting on 9 May 2011**
- 52.1 5 April 2011 Keep Wales Tidy – Application for £250 B & Q vouchers to use for community gardening - RESOLVED to apply for the vouchers and donate them to Ysgol Bro Dewi and Ysgol Dewi Sant.
  - 52.2 11 April 2011 Severn Wye Energy Agency – Pembrokeshire Energy Trust feed back and questionnaire - RESOLVED to be received.
  - 52.3 12 April 2011 Savills – Upgrade Vodafone transmitter at Glasfryn Road site RESOLVED to be received.
  - 52.4 12 April 2011 Community Safety Partnership - Request to hold safety demonstration on Cross Square on 27<sup>th</sup> May, 10am to 4pm. RESOLVED to permit the demonstration day.
  - 52.5 18 April 2011 Katherine Pearce – Commemorative Mugs. RESOLVED to write to Mrs Pearce explaining the reasons for the Council's decision.

**Clerk's Business**

- 53 Bws y Bobol bookings. Report following meeting with PVT. RESOLVED that the Clerk would administer the booking of the bus as part of normal office duties.
- 54 Memorial Playing Field – verbal request from Dai Bennett for the playing fields to be locked at night. People are often in there drinking till 2.30pm at weekends - RESOLVED that Cllr Gray would lock the gate at 10pm and Cllr Lloyd would unlock at 6.00am as required.
- 55 Rocking horse parts. Approval of costs £304 + VAT (£122 for pair of side panels, £122 for pair of side foot boards, £15 each for 4 bearings) - RESOLVED to accept the costs.
- 56 Change of clerk's home phone number. RESOLVED to keep the 01437 721 137 telephone number, transferring it to the City Hall and to cancel the 01437 720 041 line and number.

- 57 Toilets at Bishops Palace. CADW have confirmed that the toilets are closed permanently and they have portaloos inside the Palace for their own visitors. RESOLVED to enquire with the Dean as to the Cathedral's position.
- 58 Play Inspection Training. Pembrokeshire County Council officers will be in the Memorial Playing Fields at 9.30am on Thursday 21<sup>st</sup> April to train the Clerk and any interested Councillors.

**Planning**

- 59 NP/10/141 Alterations to existing agricultural building to provide permanent toilet and shower facilities at Porthclais Farm, St Davids. It was noted that the matter was now proceeding to the Development Management Committee of Pembrokeshire Coast National Park Authority. The Council had no further comments to add to their previous statement and it was RESOLVED not to attend the meeting.

**Any Other Business**

- 60 Road safety measures outside Ysgol Dewi Sant. In the light of a recent accident where a cyclist came off his bike, are the speed bumps the correct size? Cllr George confirms that they are permanent and that Pembrokeshire County Council undertook all relevant consultations prior to installing them..
- 61 Cemetery Sign. There is currently no sign indicating the location of the cemetery. RESOLVED to enquire with Pembrokeshire Coast National Park Authority as to the provision of a new sign.

The Clerk, outgoing Clerk and Responsible Finance Officer left the Meeting before the staff and contract reviews.

There being no further business the meeting closed at 7.20pm.

Signed .....  
Chair

Date.....