

**Minutes of the Monthly Meeting of the Council on Monday 7th April 2014 in the Council Chamber at 7.00pm**

The meeting was preceded by a visit from Rachel Gibby, Good Neighbour Scheme Co-ordinator of Pembrokeshire County Council who discussed the results of the recent survey and the possibility of implementing a scheme in St Davids, a copy of which is attached to these minutes. It was RESOLVED to hold a public meeting with a view to establishing a group of volunteers that were prepared to commit to the scheme. It was further RESOLVED that Ms Gibby would contact each householder that had indicated that they were prepared to become involved in the scheme and inform them of the public meeting, and that the Clerk would contact the local groups and organisations in St Davids to inform them.

**Present:** Mayor MGD James, Deputy Mayor D Halse, DJO Chant, ES Evans, DJH George, MC Gray, FD John, JG Lloyd, K Rose, CT Taylor with CH Gray (Clerk).

Also present was County Councilor DB Lloyd.

- 1 **Apologies for Absence:** BT Price, S Williams and PL Evans (Responsible Finance Officer).
  
- 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 3rd March 2014 were RESOLVED to be approved.
  - 3.2 The Special Meeting of the Council on Wednesday 5th March 2014 were RESOLVED to be approved.
  - 3.3 The Second Meeting of the Month on Tuesday 26th March 2014 were RESOLVED to be approved.

### **Matters Arising**

- 4 YSGOL DEWI SANT The Clerk confirmed that the consultation form and covering letter were sent to Mr Jake Morgan outlining the City Council's proposed option.
  
- 5 ST JUSTINIANS
  - 5.1 TOILETS Abbaloos e-mail of 27th March 2014 outlined the total cost of toilets with cleaning as £3966.80. It was RESOLVED that were Porthstinan Boat Owners Association prepared to pay £2618.08 (66%) the City Council would pay the remaining £1348.72 (34%).
  - 5.2 Meeting of Council-led Working Group. Cllr Taylor provided a report of the meeting, a copy of which is attached to these minutes. The Clerk provided the following summary of the key points of minutes:
    - 5.2.1 RNLI are making considerable progress and hope to start work in May 2014 and complete the new station by March 2016 subject to getting the necessary marine licence and access issues resolved. Most of the materials will be brought in via the sea. Mr Richings suggested that the PBOA sublease the existing station once it becomes decommissioned.
    - 5.2.2 PBOA confirmed that a purpose built slip would be preferable to the existing facility. They are happy to be part of a community group that would lease the existing slip but do not want to be the main tenant themselves. Resolved to make a pre-application to PCNPA to see if a change of use was likely to be approved by the planning authority given the building's listed status.
    - 5.2.3 Crown Estate asked whether City Council would be prepared to lease the slip and boat house. The mayor informed the group that she would put it to the Council. Mr Pratt informed that the Crown Estate would be need to either create a deed of variation in order to sublease or surrender the lease at market value. Mr Pratt was unable to confirm what the market value was as it would differ greatly depending on whether the slip was being used for a community use or a commercial one. Mr Pratt confirmed that the Crown Estate would be willing to deal with either the PBOA or the City Council.

- 5.2.4 RSPB in favour of the City Council leasing slip. Their legal rights would remain unaffected by any change of ownership. Mr Morgan confirmed that the RSPB would not want to lose visitors to the island and was concerned that the existing slip is not going to last very long due to the structural damage.
- 5.2.5 Tidal Energy hope to install the cable in July and intend to produce energy for St Davids in October 2014 and would keep the City Council informed of the schedule of works.
- 5.2.6 It was resolved to convene a further meeting once the pre-application advice had been received from PCNPA.

Following careful consideration of the full implications regarding the extent of the Council's involvement at St Justinians it was RESOLVED to submit a pre-application to the Pembrokeshire Coast National Park Authority in order to ascertain what would or would not be permitted in respect of a change of use of the listed building. Following Cllr Evans' suggestion it was further RESOLVED to look at the recent conversion of the Wildlife Trust's building at Dale.

## 6 PREMISES LICENCE POLICY

- 6.1 Review of existing policy and inclusion of late night refreshments. It was RESOLVED to make the following amendments to the existing policy:
  - 6.1.1 To limit the sale of alcohol until 01.00 from Monday to Saturday.
  - 6.1.2 To limit the sale of alcohol until on 23.00 on Sunday.
  - 6.1.3 To limit the sale of late night refreshment to 01.00 from Monday to Saturday.
  - 6.1.4 To limit the sale of late night refreshment to 23.00 on Sunday.
- 6.2 Celtic Camping licence application. Following Sarah Oliver letter of 25th March 2014 informing the Council of the decision of the Licensing Committee and Ian Griffiths letter of 1st April 2014 requesting support for a variation to the planning conditions affecting Pwll Caerog, it was RESOLVED to await a formal application from the relevant authority before making any comment.

## 7 TRAFFIC MATTERS

- 7.1 Nun Street. Following Paul Francis & Robin Stenham letter of 21st January 2014 together with John Price e-mail of 3rd April 2014 it was RESOLVED to request that a residents' parking permit scheme be introduced in this section of Nun Street together with the amended date of operation for the limited waiting bays.
- 7.2 High Street. Following John Price e-mail of 3rd April 2014 it was RESOLVED to request double yellow lines be implemented from its junction with Y Gudel at 18 High Street to the termination of the pavement outside 22 High Street.
- 7.3 Bryn Road. Following Deborah O'Brien e-mail of 1st April 2014 it was resolved to request a white H line to be painted outside the entrance to the property Hideaway. Bryn Road.

- 8 DAMAGE IN NEW STREET See Martin Avil e-mail of 1st April 2014. Following a report from the Clerk regarding recent property damage, it was RESOLVED to request that the display light contractor check that each individual anchor bolt was above the legal height restriction. It was further RESOLVED that any catenaries that failed to comply with the legal height requirement would be disconnected.

- 9 BENCH AT QUICKWELL HILL. Andrew Tuddenham e-mail of 28th March 2014 confirming the National Trust's approval for tidying up the site together with their preference for locally sourced plant and grass species to be introduced was received.

- 10 FIRST RESPONDER SCHEME Following Les Owen e-mail of 27th March 2014 together with Wynne Evans e-mail of 27th March 2014 it was RESOLVED to write to the Mid & West Wales fire & Rescue Service and to the Welsh Ambulance Service endorsing the City Council's support for the St Davids Fire Brigade to undertake responsibility for the provision of the First Responder scheme in the St Davids area.

- 11 YOUTH CLUB Following Kevin Williams e-mail of 27th March 2014 it was RESOLVED to approve the purchase of a basket ball hoop for the Youth Club. It was further RESOLVED to enquire with Mr Rhys Price as to the possibility of purchasing a redundant pool table. It was further RESELOVED to make further enquiries regarding possibility of recruiting volunteers to help at the Youth Club with a view to providing an additional weekly session.

**Accounts**

- 12** Internal Audit for February 2014. The Responsible Finance Officer reported that the internal audit had been completed successfully.
- 13** Accounts for March 2014.

INCOME AND EXPENDITURE MARCH 2014			
<b>Balance as at 31st March 2014</b>		£	
	Current A/c	215396.42	
<b>INCOME</b>	Car Park	8870.00	
	City Hall	482.44	
	Cafe	2277.40	
	Insurance claim	4287.09	
	Miscellaneous	1323.75	
	Market stalls	135.00	
	<b>Total</b>	<b>17375.68</b>	
	LGA 1972 Sec137 for 2013/14 is £10532		LGA 1972 Sec 214 Cemetery
	Last month's donations		Total donated for 2013/14 950
	Total donated 2013/14	3715	
	Balance available	6817	
<b>PAYMENTS</b>		£	
	Admin	1535.65	Salaries:Clerk & RFO
			Clerk's expenses
		481.66	Phone and Internet
		287.74	Stationery etc
	Solicitors	120.00	
	Whitesands	1398.00	Attendant's commission (5)
		372.00	Clearing car park area
		2880.00	Cafe - new boiler
	Hall & House	136.49	Caretaker's salary
			Electricity
			Supplies
		18.71	D/D Boiler service
		145.72	Gas
	St Davids Day Dinner	1084.85	
	Mayor's Expenses		
	St Justinians		Toilet hire / cleaning
	Miscellaneous	1000.00	Homecoming reception
		17.30	Bank charges
		2722.26	Deposit on Cafe repairs
		933.00	PCC (Council tax-3props)
		108.12	Dwr Cymru -(2props)
	<b>Total</b>	<b>13241.50</b>	
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It was RESOLVED to approve of the accounts for the month and to grant permission to pay.

### Donations

#### Donation requests

14.1 Teenage Cancer Trust letter of 31st January 2014. The information was received.

14.2 Cruse Bereavement Care letter of 1st February 2014. It was RESOLVED to donate £25.

### Correspondence

15 UK Surf Rowers League e-mail of 25th March 2015 Paring at Whitesands. It was RESOLVED to approve the request.

16 Richard Newton e-mail of 26th March 2014 Parking charges at Whitesands. The information was RESOLVED to be received and acknowledged.

17 Gerallt Nash e-mail of 2nd April 2014 Parking at Whitesands. It was RESOLVED to approve the request for Dyfed Archaeology to use the over flow car park. It was further RESOLVED to request a copy of the report from Dyfed Archaeology upon completion of the excavation.

### 18 Reports from Members representing the Council:-

18.1 PALC Cllr Taylor reported that a meeting was due to take place on 29th April 2014 and that he would attend as Council representative.

18.2 St Davids Carnival Association. Cllr Rose confirmed that the carnival was due to be held on Saturday 23rd August 2014 and that a meeting was to be held in May to finalise the arrangements.

18.3 St Davids Christmas Tree Association. Nothing to report.

18.4 St Davids Day Celebration Group. Cllr James reported that a meeting was to take place in May.

18.5 St Davids Day Centre for the Elderly. Nothing to report.

18.6 St Davids Eco City Group. Cllr Rose reported that the group were hoping to recruit more members for the COCA scheme and that a new app for the eco-car was to be introduced in May.

18.7 St Davids Peninsula Tourist Association. Cllr Chant provided a report, a copy of which is attached to these minutes.

18.8 Porthclais Harbour Authority. Cllr John reported that at a recent meeting it was noticed that the City Council's benches at Porthclais were in need of repainting. It was RESOLVED to advertise for a tender to repaint all of the City Council's benches in St Davids.

18.9 St Davids - Matsieng Lesotho Link. Cllr Taylor provided the Council with a detailed report of his recent visit to Lesotho, a copy of which is attached to these minutes.

18.10 Youth Drop In. Nothing further to report following previous discussion of this item during the meeting.

18.11 Ysgol Bro Dewi Governor. Cllr Halse reported that no further meeting had taken place since 25th March 2014.

18.12 Planed Community Forum. Nothing to report.

18.13 Porthstinan Boat Owners Association. Nothing to further to report following previous discussion of this item during the meeting.

### 19 County Councillor's report

19.1 Cllr Lloyd informed the City Council that Mrs Dorothy Panton was both surprised and disappointed to learn that her recent correspondence regarding the footpath to Caerfai beach had not been included on the agenda for this meeting. Due to the impending Easter holiday, the Chair ruled that the item could be admitted and it was RESOLVED to write to Mrs Panton confirming that the City Council was naturally very concerned about the safety of the path and the consequent difficulty that its closure presented in terms of accessing the beach. Furthermore the Council was aware of the blasting work undertaken by Pembrokeshire County Council in the 1960s and therefore felt that the issue regarding repair work to

the path should be resolved between the County Council and Pembrokeshire Coast National Park Authority and would be prepared to support Mrs Panton in relation to this.  
19.2 Cllr Lloyd informed the Council that an extraordinary meeting of the County Council was due to take place on Thursday to debate whether any decision regarding a review of education should be debated by the full council as opposed to the cabinet.

**Planning**

**20** NP/14/0106 Reinstatement of former dwelling with 2 storey side extension including general refurbishment and demolition of existing garage/workshop at 85 Nun Street, SA62 6NU. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.

**21 Any other business**

21.1 Cllr Gray sought the Council's approval to erect a commemorative plaque in the memorial garden to all those from the St Davids District that played a part in World War I. The wording and exact location were to be confirmed. It was RESOLVED to approve the request. It was further RESOLVED to host a tea party in the City Hall to commemorate the First World War.

21.2 The mayor informed the City Council that the CO of 14 Signal Regiment (EW) had provisionally invited the City Council for a tour of the camp at Brawdy. It was RESOLVED to gratefully accept a formal invitation as and when it was received.

21.3 Site meeting at Whitesands car park. It was RESOLVED to conduct a site visit at the car park on Monday 4th April at 10am.

There being no further business the meeting closed at 9.20pm

Signed .....  
Chair

Date .....

**Minutes of the Second Meeting of the Month on Monday 28<sup>th</sup> April 2014 in the Council Chamber at 7.00pm.**

The meeting was preceded by a presentation on Dementia Friendly Communities. by Mr Tom Alexander of Hywel Dda Health Board.

**Present:** Mayor MGD James, Deputy Mayor D Halse, DJO Chant, ES Evans, DJH George MC Gray, FD John, JG Lloyd, K Rose, CT Taylor, S Williams with CH Gray (Clerk) and PL Evans (Responsible Finance Officer).

**22 Apologies for Absence:** BT Price,

**23 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.

23.1 Cllr Taylor declared a personal interest in relation to Item 42.

### **Finance**

**24** Section 1 Accounting Statements for Annual External Audit was RESOLVED to be approved.

**25** Section 2 Annual Governance Statement for Annual External Audit was RESOLVED to be approved.

### **Matters Arising**

**26** ST JUSTINIANS Review of toilet provision. Cllr Chant informed the Council that the PBOA were to hold their AGM on 22nd May 2014 when the exact contribution of the PBOA and the commercial boat operators would be determined. As the PBOA had already confirmed a donation of £900 it was RESOLVED to defer this item to the next meeting of the City Council pending the response following the AGM. It was further RESOLVED to submit a pre-application advice form to the PCNPA for a permanent waterless toilet to be installed in place of the temporary facilities.

### **27 CHRISTMAS STREET LIGHTING APPARATUS**

27.1 The quote for the repair work to Mr & Mrs Braby's property was RESOLVED to be approved and permission was granted to pay.

27.2 The quote for the repair work to Frenni's lorry was RESOLVED to be deferred pending a more detailed break down of the repair costs.

27.3 Following LITE e-mail of 14th April 2014 suggesting installing brackets to remedy the problem of catenaries below the legal height requirement it was RESOLVED to request an estimate of the cost.

27.4 Following LITE quote for new LED lights for the Christmas tree it was RESOLVED to view a sample of the lights prior to placing the order.

**28** NEWGALE Following Barbara Fitzgerald e-mail of 10th April 2014 together with corresponding document illustrating the shoreline management plan it was RESOLVED to write to Mr Ian Westley, Director of Transport, Housing & Environment at Pembrokeshire County Council as well as Paul Davies AM, Stephen Crabb MP and David Cameron PM expressing the City Council's concerns regarding the lack of definitive information in the SMP regarding the future route of the A487. It was further RESOLVED to invite Mr Westley to meet with the City Council to discuss the issue.

- 29** CAERFAI BEACH Matt Cloud e-mail of 14th April 2014 advising that PCNPA are the responsible authority and Charles Matheison e-mail of 26th April advising that an agreement was currently being brokered with the land owners was received.
- 30** YOUTH CLUB
- 30.1 Provision of additional session. Following Liz Griffiths e-mail of 8th April 2014 together with volunteer guidelines it was RESOLVED to seek further clarification as to whether the City Council or the County Council would take responsibility for advertising and recruitment of volunteers.
  - 30.2 The Clerk confirmed that the basket ball hoop had been purchased at a cost of £49.99.
  - 30.3 Pool table. The Clerk reported that the pool table offered for sale by Mr Rhys Price at a cost of £250 was in good working order. The Mayor informed the Council that the money donated at the cawl competition amounted to £230 which was to be split between the Good Neighbours Group and the Youth Club. The Youth Club had indicated that they were willing to put their share towards the cost of the pool table and it was RESOLVED that should the Youth Club do so, the City Council would contribute the balance.
- 31** WHITESANDS CAR PARK
- 31.1 See Dorian Williams e-mail of 15th April 2014 advising that the pot holes are too shallow for slowset and that the blue flag and notice board should be installed in May.
  - 31.2 See Gerallt Nash e-mail of 14th April 2014 confirming that he will request a copy of the excavation report from Dyfed Archaeology.
  - 31.3 It was RESOLVED to enquire whether a baby changing unit could be installed in the toilet facilities.

**Correspondence:**

- 32** Good Neighbours Craft Group letter of 6th March 2014 request to use Memorial Hall for Macmillan Cancer Trust. It was RESOLVED to approve the request and grant permission to use the hall.
- 33** Post Office letter of 10th April 2014 consultation on proposed new location at CKs Supermarket. It was RESOLVED to support the relocation of the Post Office while also noting the Council's concern regarding the discontinuation of the passport service.
- 34** Journal of Rural Revitalization e-mail of 11th April 2014 invitation to JRR conference. The information was received.
- 35** Katy Thomas e-mail of 13th April 2014 suggesting a City Council Facebook page. Cllr Rose informed the Council that she was happy and willing to administer a Facebook page. It was RESOLVED that sub-committee including Cllrs Evans, Rose and Taylor would form to discuss the publication of the newsletter, website and Facebook page.
- 36** Jude Parr PCSO e-mail of 23rd April 2014 informing of Dyfed Powys police website. The information was received. Cllr George informed that Council that he had received complaints of anti social behaviour in Town hall Lane and the Memorial Playing Field during the Easter holidays. It was RESOLVED to contact PCSO Parr informing her of the incident.
- 37** Andrew Mallphant e-mail of 23rd April 2014 survey for Planning Aid Wales. It was RESOLVED that each Councillor would complete their own survey.
- 38** PALC renewal of annual subscription. It was RESOLVED to defer this item until the PALC meeting had taken place.
- 39** Bruce Payne, e-mail of 11th April containing open letters from Solva Community Council. It was RESOLVED to send a copy of the City Council letter's regarding the removal of vital services at Whithybush to Solva CC.

**40** Andy Pearson e-mail of 25th April 2014 invitation to meet with the Police Commissioner. It was RESOLVED that all available Councillors would meet with Commissioner Salmon.

**Planning:**

**41** NP/14/0007 Change of use of hotel to form 5 self catering units at Old Cross Hotel, SA62 6SP. Application withdrawn. The information was received.

**42** NP/14/0183 Variation to previously approved application (NP/10459) to change use of 2 barns into 6 self contained holiday letting cottages (previous approval was for 3 self catering units) at Upper Porthmawr, SA62 6PS. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.

**43** NP/14/0200 Alterations & improvements to existing dwelling, pig sty including construction of glazed link to rear and raising ridge height at Ty Ganol, Rhodiad Y Brenin SA62 6PJ. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.

**44 Any other business**

44.1 Cllr Gray informed that Council that pending their approval the commemorative WWI plaque would be established at the foot of the Memorial garden to the left of the lower steps. A copy of the wording was to be sent to all Councillors via the Clerk with any comments to be received as soon as possible.

44.2 Cllr Taylor requested a progress report on the following items:

44.2.1 Notice board at CKs Supermarket. Cllr Lloyd informed Cllr Taylor that the board had in fact already been installed.

44.2.2 Facility improvements in the City Hall. The clerk informed Cllr Taylor that WA Spees was conducting a feasibility report.

44.2.3 Cathedral Clock. The Clerk informed Cllr Taylor that a letter had been sent to the Dean confirming that while the City Council was prepared to support the restoration of the Cathedral clock the Council would be grateful to know how the funds were to be raised i.e. a formal appeal for example and that to date no reply had been received. It was RESOLVED to write a further letter to the dean requesting information.

There being no further business the meeting closed at 8.40pm

Signed .....  
Chair

Date .....