

**Minutes for the Monthly Meeting of the Council on Monday 12<sup>th</sup> April 2010 in the Council Chamber at 7.00pm**

**Present:** JG Lloyd Deputy-Mayor in the Chair, JW Braby, DJO Chant, DJH George, PA Goddard, MGD James, CT Taylor, RJ Thornton, S Williams with PL Evans (Responsible Finance Officer) and DC Menday (Clerk).

- 1 Apologies for Absence:** S Halse (Indisposed), M Gray (Work commitment) and B Price (Family commitment)
- 2 Declarations of Interest:** Members and Officers were reminded to make any declarations of personal and/or prejudicial interest that they might have in relation to items on the agenda.
- 3 Confirmation of Minutes for:-**
  - 3.1 The Council Monthly Meeting on Monday 8<sup>th</sup> March 2010 – after a minor amendment they were RESOLVED to be accepted and approved.
  - 3.2 The 'In Committee' Business of the Council Monthly Meeting on Monday 8<sup>th</sup> March 2010 - RESOLVED to be accepted and approved.

**Matters Arising from the Minutes:**

**4 WHITESANDS CAR PARK:**

**4.1 Access Improvements.**

Clerk reported that the landowner had made an offer of a strip of land to accommodate the work and it was RESOLVED to accept the offer in principle with the Clerk to approach the landowner and ascertain more details on the basis and cost of the agreement.

**4.2 International Holiday Group Visit on 13 July 2010 - M Sullivan email of 29 March 2010.**

It was felt that the Group was very welcome and it should undertake beach activities that are appropriate to the area and that the activities that were more suited to a holiday resort were not to be undertaken. The Clerk was to present this view and emphasise that existing resources such as ice cream facilities were to be used. It was agreed that it was important that no precedent was set for activities that are alien to the present ethos of the area with further details to be reviewed when the Group responded.

**5 LNG TANKERS in ST BRIDE'S BAY.**

Clerk reported on discussions with Milford Haven Port Authority and it was RESOLVED to write to the Maritime and Coastguard Agency asking for a copy of their risk assessment regarding potential risks from LNG tankers anchoring in St Brides Bay given the experiences with oil tankers in the past and the incidents with the Sea Empress and Blackfriars.

**6 DEWI SANT ALLOTMENT SOCIETY**

6.1 Dewi Sant Allotment Society email of 29 March 2010 advising that the Society was to proceed with a private agreement with the landowner and asking that the Council would assist with any new opportunities for a site nearer the centre of St Davids that may occur was noted. It was RESOLVED to write wishing the Society well with its efforts in providing allotments at the Emlych site.

6.2 One Voice Wales email 19 March 2010 – An enquiry into the provision of allotments is being carried out by the Sustainability Committee of the National Assembly. This item was also received from the Dewi Sant Allotment Society and the Clerk had responded to the survey giving an outline of the experience in St Davids.

**7 ST DAVIDS COMMUNITY POOL GROUP: Cllr C Taylor - Declared a personal interest as a member of the Group.**

Minutes of meeting 10 March 2010 and comments from questionnaires returned from the community were RESOLVED to be received.

**8 ORIEL Y PARC STAKEHOLDER GROUP:**

8.1 Improving the displays – no progress was noted by Cllr J George.

8.2 Closure of Information Centre over Christmas – no further information was available.

**9 TRAFFIC and HIGHWAY MATTERS:**

9.1 The Deputy Mayor commented on the meeting with Head of Highways and Construction of Pembrokeshire County Council on 18 March 2010 with a lack of progress being noted as there was no further information regarding when pavement improvements were likely in High Street and Nun Street. The position regarding line painting and calming measures was unclear and Cllr J George offered to investigate the position.

9.2 Penporthgwyn and 4WD's – Clerk noted no progress from highway maintenance with the questions of ownership and rights of way being followed up by Cllr J George.

9.3 Bus parking in New Street – a reply was awaited from Messrs Richards Bros.

**10 LOCAL DEVELOPMENT PLAN EXAMINATION PROGRAMME**

Pembrokeshire Coast National Park Authority letter of 9 March 2010 and Notes of Pre-Hearing Meeting of 2.3.10 were RESOLVED to be received.

**11 CITY HALL:****11.1 Food Safety Training.**

Clerk advised that courses were available with costs in the order of £220 plus a fee for each certificate issued - It was RESOLVED to obtain further prices on training.

11.2 Design and Access Statement for the Phase 2 Development was RESOLVED to be accepted and approved.

11.3 Pembrokeshire County Council letter of 15 March 2010 with Non Domestic Rate Notice for 2010-2011 £2290.40 was RESOLVED to be received.

**12 DYFED POWYS POLICE AUTHORITY** letter of 16 March 2010 and suggested visit of Supt R Bevan on 26.4.10. In response to a request for further information for discussion it was RESOLVED to emphasise the lack of police presence, ongoing nuisance from broken glass after late night drinking in various streets and to have statistics for local crime as well as an update on the provision of a St.Davids' traffic warden.

**Accounts:**

**13** Internal Audit for February 2010 had been successfully completed and was RESOLVED to be accepted and approved.

**14** Accounts for March 2010.

**INCOME AND EXPENDITURE MARCH 2010 (£)**

Balances at 31/03/2010	Current A/c	13992.78
	Premium A/c	34009.2
	Total	48001.98

SUMMARY	Car Park	City Hall	Admin	Capital	Misc	Café	VAT	TOTAL
Income	8703	479			771	2230		12183
Expenditure	1283	962	2490	16878	2400		3167	27180
Balance	7420	-483	-2490	-16878	1629	2230	3167	-14997
DONATIONS	LGA 1972 Sec 137 for 2009/10 is £9575 (£6.15 pp for 1557 residents)				LGA 1972 Sec 214 Cemetery Maintenance			
	Last month's donations			125	Total 2009/10		700	
	Total donated 2009/10			2840				
	Balance available			6735				

PAYMENTS	£
Grove Hotel	1219.20
CK Supermarkets	88.72
Martin Griffiths	348.50
Clerk's Expenses	50.92
Cambrian News Ltd	141.00
Lavins Electrics	25.00
BT	303.77
Peter Lavin	1230.25
One Voice Wales	249.00
Wicksteed Leisure	19831.66
Mathias Mica	28.99
BS Davies (Internal Auditor)	120.00
PCC (Trade waste)	177.15
D C Munday	1496.41
P L Evans	239.77
Post Office Ltd	30.00
J Phillips	145.52
Martin Griffiths	240.00
Nisbets	39.92
PVT Bus hire	53.25
P Lavin	1476.15
HMRC	1672.92
Total	29208.10

14.1 Acceptance of the accounts for the month and permission to pay the accounts was RESOLVED to be granted.

**15 Donations, Sponsorship and Requests for Funding:-**  
The following letters of thanks were RESOLVED to be received:-

- 15.1 RNIB Cymru letter of 4.3.10.
- 15.2 Cruse Bereavement Care letter of 11.3.10.
- 15.3 Kidney Wales Foundation letter of 15.3.10.

Donation requests:-

- 15.4 Hafan Cymru letter of 9.3.10 was RESOLVED to be received.
- 15.5 Victim Support letter of 8.3.10 was RESOLVED to be received.
- 15.6 Emily Cochran letter of 22.3.10 re support for the Joshua Foundation was RESOLVED to be received.
- 15.7 Celtic Coaster bus service – it was RESOLVED to provide a contribution of £500.

**Correspondence**

**16 Department for Environment, Food and Rural Affairs (Defra) – the following communications were RESOLVED to be received:-**

- 16.1 Email 17.3.10 - The Marine Planning Newsletter, issue 2, can now be accessed at <http://www.defra.gov.uk/environment/marine/legislation/planning.htm> Issue 2 contains information on the draft MPS discussion paper, the public consultation on Marine Licensing Enforcement and details of workshops in England, Wales, Northern Ireland and Scotland.

- 16.2 Email 12.3.10 - Pre-consultation on the draft UK Marine Policy Statement: The pre-consultation period closes on 7 May 2010.
- 16.3 Email 9.3.10 Marine and Coastal Access Act 2009: Public Consultation on Secondary Legislation for Marine Licensing Enforcement.
- 17 Whitesands Car Park:**
- 17.1 Mr Tom Sutton letter of 12 March 2010 - Round Ramsey Race on Saturday 26 June 2010 – it was RESOLVED to repeat the offer of free parking for vehicles towing longboats and for the trailers to be parked on the beach. The old trophy shield had been found and it was agreed to be passed to Mr Sutton.
- 17.2 Pembrokeshire County Council letter of 15 March 2010 with Non Domestic Rate Notice for 2010-2011 for £4908.00 was RESOLVED to be received.
- 18 Welsh Assembly Government letter 24 March 2010 - Wales Sustainability Week 17-23 May 2010.**  
Flyer available electronically 'One Wales, One Planet: Be involved - make Wales a more sustainable nation' was RESOLVED to be received.
- 19 Wales Lesotho Link - Request from Mrs E Morgan of 31 March 2010 for support with a local walking event on 1<sup>st</sup> May to raise funds for a St Davids room in a new building in Maseru, Lesotho that is being planned by Dolen Cymru.** Cllr C Taylor outlined the event and the support being requested – it was felt that members would offer their support on the day.
- 20 North Pembrokeshire Transport Forum:**
- 20.1 Membership subscription for 2010-11 (1<sup>st</sup> April to 31<sup>st</sup> March) – it was RESOLVED to renew the corporate membership and to pay the fee of £12.00.
- 20.2 News Briefing April 2010 and AGM was RESOLVED to be received.
- 21 Naas RFC Annual Easter Tour – Deputy Mayor reported on the successful twinning visit by the Naas mini rugby group over the Easter weekend and the presentation of a knife and fork set to the City Council that was gratefully received.**
- 22 British Humanist Association email 6.4.10 and information on consultation on 'Ensuring a level playing field: funding faith based organisations to provide publicly funded services' was RESOLVED to be received. .**
- 23 AON letter received 7 April 2010 - Notification that while Allianz Insurance Plc continue as the City Council's insurers, the administration of the policy will be by the local council team of AON. The renewal information indicated a very substantial increase in premium and it was RESOLVED to obtain additional quotations.**
- 24 Mid and West Wales Fire and Rescue Authority, Annual Action Plan 2011-2012 – letter of 8 April 2010 giving notice of consultation from 11.5.10 to 3.8.10 was RESOLVED to be received.**
- 25 Standard letters, Promotional information and Newsletters – the following items were RESOLVED to be received:-**
- 25.1 One Voice Wales (OVW) communications:
- 25.1.1 War memorial theft – prevention and solutions.
- 25.1.2 Email 1.4.10 - Information about forthcoming activity and events around Climate Change and Sustainable Development in Wales.
- 25.1.2.1 Wales Sustainability Week
- 25.1.2.2 Hay on Earth / Sustainable Development Challenge Fund
- 25.1.2.3 Sustainable Development Charter
- 25.1.2.4 Community Action for Climate Change Networks
- 25.1.2.5 Community resilience consultation
- 25.1.2.6 OVW notification of a PLANED event Encouraging Community Participation in Sustainable Projects at Denmark Farm, Lampeter on 14 April 2010 10am – 4pm.
- 25.1.2.7 OVW - Welsh Assembly Government email 7.4.10 - 5<sup>th</sup> Welsh language policy and legislation update and notification of public meetings.

- 25.2 Play for Wales April 2010 magazine.
- 25.3 Health and Safety Executive letter received 12 March 2010 - Slip and Trips - electronic assessment tool
- 25.4 Pembrokeshire Coastal Forum:
  - 25.4.1 February Newsletter.
  - 25.4.2 Email 17.3.10 Marine Conservation Zone Project Wales newsletter 1 - As a member of the Wales Coastal and Maritime Partnership I'm writing to draw your attention to the first edition of the Welsh Assembly Government's newsletter regarding the MCZ project in Wales.
- 25.5 Wales Co-operative Centre – Programme of Courses April 2010 email 16 .3.10.
- 25.6 SLCC April newsletter.
- 25.7 Fairtrade Foundation:-
  - 25.7.1 Online Q&A - "Fairtrade in your council"
  - 25.7.2 Letter received 29.3.10 Election toolkit.
  - 25.7.3 March 2010 FT Towns Newsletter.

## **26 Reports from Members representing the Council on Local Groups:-**

- 26.1 Bws y Bobol – no meetings to report.
- 26.2 One Voice Wales – Minutes of meeting of 11.1.10 which C Taylor attended and it included information on terrorism matters.
- 26.3 St.Davids Christmas Tree Association – no meeting to report.
- 26.4 St.Davids Day Celebration Group – no meeting.
- 26.5 St Davids Eco City Group - Annual Meeting on 6 .4.10 – no report.
- 26.6 St.Davids Peninsula Tourist Association – S Williams advised that at a recent informal meeting the main topic was IT matters.
- 26.7 St.Davids - Matsieng Lesotho Link – Information on UN Gold Star award was due at a meeting on 20.4.10 and the funding work was continuing.
- 26.8 Youth Drop In - no report.
- 26.9 Ysgol Bro Dewi Governor – no report.
- 26.10 Neighbourhood Watch Group – recent meeting to form a group had only the Clerk and Responsible Finance Officer attending.

## **County Councillor's Report.**

- 27 Quickwell Hill - Road from the bridge to Penrhiw (C3083) – Verbal notice of road closure for 6 weeks from 10 May. The late notice raised concerns about closing this road at a time of year that was increasingly busy and Cllr J George agreed to investigate the matter with Pembrokeshire County Council further.

## **Clerk's Business:**

### **28 Annual Review of Policies, Licences, Agreements, Audit, Risk Assessments, Tenancies, Assets, Insurances and Staff 2010.**

The key responsibilities of the Council have been reviewed by the Clerk and the following points were noted and RESOLVED to be received:-

- 28.1 Register of Members Financial and Other Interests, Gifts and Hospitality – members provided an update to the information on register.
- 28.2 Policies, Licences, Tenancies and Agreements – Matters due in 2010 include the Whitesands Ice Cream Licence and Car Park Attendant both being due for tender from 31 October 2010 for the next 3 years.
- 28.3 Risk Management - Inspections and Risk Assessments of Council Property and Events:
  - 28.3.1 Risk Audit 2010 - Routine Inspections of council assets and property were continuing with records being made on the Staysafe system.
  - 28.3.2 Voluntary assistance of Mr John James in reviewing and amending risk assessments was gratefully acknowledged and a letter of thanks was to be sent.
- 28.4 Financial Management Risk Assessment had been approved at the 8 March 2010 meeting.

- 28.5 Assets – Asset Register was updated on 17 March 2010 and was presented and accepted.
- 28.6 Insurance – Schedule of updated insurance cover was presented and accepted.
- 28.7 External Audit – There were no items requiring attention identified in the 2008/9 External Auditor's Report.
- 28.8 Whitesands Beach Café – Clerk's pre-season inspection and meeting with tenant provided no new items to consider.
- 28.9 Office Services - Photocopying Charges were agreed to be:-  
 28.9.1 10p per A4 sheet or equivalent eg A3 is 20p for black and white.  
 28.9.2 25p per A4 sheet or equivalent eg A3 is 50p for colour.
- 28.10 Staff Annual Review 2010 – previous review was on 6.4.09 and as no pay changes had been provided since the terms of the review the matter was noted.
- 28.11 Maintenance and Repair Works – Maintenance and Repairs Outstanding – a list of work on council property was reviewed.
- 28.12 Council archive – consideration was to be given to a photographic record of council assets.

**29** Whitesands Car Park:-

29.1 Attendant.

In the light of recent incidents of anti-social behaviour towards the car park attendant it was RESOLVED to review the situation.

29.2 Recycling – There was no progress to report regarding recycling of glass and Cllr J George was to follow

**30** Markets - Mr J Williams's email of 10 March 2010, request for a sea food delicatessen stall was RESOLVED to be accepted for the Thursday market only.

**31** Writing Competition – information on the recent successful writing competition for young people run in association with the St Davids newsletter was noted.

**32** St Justinians Toilets.

32.1 Changes on site with the provision of an alternative bicycle rack and sign have limited the space available for providing full toilets facilities in the peak visitor weeks.

32.2A contribution of £250 towards the cost of providing the toilets had been received from Porthstinian Boat Owner's Association and this was gratefully accepted.

**Planning:**

**33** NP/10/111 Conversion of outbuilding to holiday let Old Laundry Building Trewellwell, Solva. Letter of objection of 8 April 2010 from Mr P and Mrs J Trier was noted and it was RESOLVED to offer Council Support.

**34** NP/10/117 Renewable energy source for Ramsey Island - it was RESOLVED to offer Council Support.

**35** NP/10/144 Replace existing garden shed, porch and construct new conservatory at 3 Noddfa Dewi - it was RESOLVED to offer Council Support. Cllr D Chant declared a personal interest and did not contribute to the discussion or vote.

There being no further business the meeting closed at 8.50pm

Signed .....

Chair

Date .....

**Minutes of the Second Meeting of the Month on Monday 26 April 2010 at the Council Chamber at 7.00pm.**

**Present** JG Lloyd Deputy-Mayor in the Chair, JW Braby, PA Goddard, MGD James, BT Price, CT Taylor, S Williams with PL Evans (Responsible Finance Officer) and DC Menday (Clerk).

**36 Apologies for Absence:** S Halse, J George and M Gray.

**37 Declarations of Interest:** Members and Officers were reminded to make any declarations of personal and/or prejudicial interest that they might have in relation to items on this agenda.

**Matters arising from the 1 February 2010 meeting:**

**38 WHITESANDS CAR PARK**

38.1 Access Improvements – The Clerk reported that further land ownership matters had now arisen and were being investigated.

38.2 Whitesands Parking Assessment – The Clerk advised that this was in progress.

**39 ITEMS ARISING from ANNUAL REVIEWS**

39.1 FOOD SAFETY TRAINING Level 2 Awards in Food Safety - certified by the Chartered Institute of Environmental Health (Fundamental food hygiene training for all food handlers for a minimum of 10 participants). The quotations for training from Pembrokeshire College, PRP Training and E Morris were considered and it was RESOLVED to proceed with E Morris at £220 plus certificates at £10.30 each. The Council was to pay for the training and the participants to pay for their certificates.

39.2 WORKS

- 39.2.1 Street Names – Cleaning and painting it was RESOLVED to obtain quotations for the following work:-
- 39.2.1.1 Wash and clean all signs except 6 in good condition.
  - 39.2.1.2 Touch up black paint on 41 white street names.
  - 39.2.1.3 Paint 6 black street names and paint gold lettering.
  - 39.2.1.4 Investigate repairs for Maes y Dre split sign.
  - 39.2.1.5 Touch up white paint on Llys Dewi.

**Meeting with Representatives of the Police**

Superintendent R Bevan of Dyfed Powys Police then joined the meeting and provided a presentation together with Sgt Adrian Crowdie that included an update on recorded crime in St Davids and key towns in the Pembrokeshire Section of Dyfed Powys Police.

Points highlighted included:-

- Crime in St.Davids for 1 year was similar to less than 1 week in Pembroke Dock. He emphasised that while crime levels were low he wished to provide a better service for rural areas such as St.Davids.
- Last year violent crime and criminal damage were substantially above target albeit the actual numbers of incidents were very low.
- Summaries of non crime incidents and their locations in St Davids, as well as police vehicle type and attendance throughout St.Davids were shown.
- Priority 1 & 2 incidents with priority 1 having a response target time of 20 minutes were seen, it being noted that in April, Sept 2009 and Jan, Mar 2010 there were no 999 calls from St Davids at all.
- Dedicated traffic warden was due for the peak weeks from July on this year.

Questions:

- C Taylor questioned the Call Centre communication arrangement as there was a need for local people to be able to contact local officers in the local police station who know the locality. The point was noted but there has been a huge increase in the number of calls received and the Call Centre will direct such calls to the Fishguard Police Station. Alternatively residents can contact the PCSO's who have mobile phones and the number is available.

- P Goddard – the lack of officers present in St Davids gives a lack of confidence and there is a need to reassure the public. It was agreed that the information presented was to be provided for the next St.Davids newsletter.
- In relation to use of funds, Supt Bevan emphasised that the police funding through Council Tax covered far more than local policing emphasising the growing costs incurred with policing of child protection, CID and armed response team. While there is no evidence of more sex offenders, there is far more officer time in monitoring these people.

The Deputy Mayor thanked Supt Bevan and Sgt Crowdie for an informative meeting and they left the meeting.

#### WORKS 39.2 continued

##### 39.2.2 City Hall

- 39.2.2.1 City Hall Chair Replacement – A preliminary design assessment had been made and it was agreed to obtain quotations for 200 stackable rigid chairs, rather than the folding type, these to be of reasonable width for use in joined rows with the option of fabric or plastic type seat coverings.
- 39.2.2.2 Newsletter – it was agreed to seek expressions of interest for the old chairs from the community using the newsletter.
- 39.2.2.3 Ceiling tile damage was noted and was to be repaired.
- 39.2.2.4 Decorative condition and painting display arrangements –it was agreed that the redecoration and provision of more control over display of items in the hall be considered further.

- 39.2.3 Play Area - mini carousel – the Clerk reported that the carousel was moving within the base and Pembrokeshire County Council was to undertake a repair.

39.3 INSURANCE REVIEW – the review between the public service insurance providers was ongoing.

#### 40 ROAD CLOSURE of C3083 in vicinity of Penrhiw

Pembrokeshire County Council had advised Cllr J George that the contractor will commence the drainage work on 04/05/10 with the road remaining open under traffic control then close it on 10/05/10 for 3 weeks re-opening it for the 28th May when the Cathedral Festival begins. It is hoped that the work will be completed by this time.

#### Correspondence

- 41 Theatr Gwaun email of Mrs K Flynn with information and newsletter on Friends of Theatr Gwaun and efforts to ensure the survival of the theatre were RESOLVED to be received.

#### Planning

- 42 NP/10/157 (Listed Building Consent) Internal fit out of existing unit and installation of signage as per advertisements consent NP/09/502 - it was RESOLVED to offer COUNCIL SUPPORT.
- 43 NP/10/161 2 new BT poles and stays at Rhosygilwen - it was RESOLVED to offer COUNCIL SUPPORT to assist the provision of broadband in the area.
- 44 Complaints received from residents over a large field shelter in the field to the rear of St Non's Close area. The Clerk advised that the shelter was being moved around in accordance with Pembrokeshire Coast National Park Authority conditions regarding a previously approved planning application.

There being no further business the meeting closed at 8.50pm

Signed .....  
Chair

Date .....