

**Minutes of the Monthly Meeting of the Council on Monday 1st February 2016 in the Council Chamber at 7.00pm**

**Present:** Mayor FD John, Deputy Mayor CT Taylor, ES Evans, DJH George, MC Gray, DB Halse, MGD James, JG Lloyd, BT Price, K Rose, S Williams with JE Foster, CH Gray (Clerks) and PL Evans (Responsible Finance Officer).

Also present was County Councilor DB Lloyd.

**477 Apologies for Absence:** DJO Chant (holiday)

**478 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.

478.1 Cllr John declared a personal interest in relation to Item 491.1.4.

**479 Confirmation of Minutes for:-**

479.1 The Council Monthly Meeting on Monday 4th January 2016 were RESOLVED to be approved.

479.2 The 'In Committee' Minutes of the Council Monthly Meeting on Monday 4th January 2016 were RESOLVED to be approved.

479.3 The Second Meeting of the Month on Monday 18th January 2016 were RESOLVED to be approved.

479.4 The "In Committee" Minutes for the Second Meeting of the Month on Monday 18th January 2016 were RESOLVED to be approved.

### **Matters Arising**

**480 EDUCATION Statutory Consultation - review of secondary education provision in the mid and north west of Pembrokeshire, Fishguard and St Davids area. Publication of Objections report.** Cllr Halse informed members that the objection letter had been taken as an observation of the City Council rather than a direct objection, and that this explains why the letter had not been included within the Objections report. It was RESOLVED for the Clerk to seek confirmation regarding the three issues raised within the letter of objection.

**481 DATES FOR CHRISTMAS EVENTS 2016**

481.1 Festival of Trees – It was RESOLVED that the event would take place from 1<sup>st</sup> to 3<sup>rd</sup> December 2016.

481.2 Christmas Lighting Ceremony & Father Christmas' Grotto – It was RESOLVED that the event would take place on 3<sup>rd</sup> December 2016.

481.3 Senior Citizens' Christmas Lunch – It was RESOLVED that the event would take place on 7<sup>th</sup> December 2016.

481.4 Children's Christmas Pantomime - Cinderella – It was RESOLVED that the event would take place on 13<sup>th</sup> December 2016.

481.5 Civic reception – It was RESOLVED that the event would take place on 16<sup>th</sup> December 2016.

**482 CITY HALL DEVELOPMENTS**

482.1 Memorial Hall heating. It was RESOLVED to ask Brian Price to fix the heater.

482.2 Memorial Hall plug sockets. It was RESOLVED to ask Brian Price to quote for the installation of 4 double sockets at floor level.

- 482.3 Change of use of toilets in the Drop In. It was RESOLVED to determine whether the change of use would impact on the City Hall premises licence.
- 483 ST DAVIDS DAY**
- 483.1 St Davids Day dinner. The menu and reply slips were received by Members.
- 483.2 Cawl Competition. It was RESOLVED that Cllr Evans and Price would meet with the Clerk to make the necessary arrangements.
- 483.3 Temporary Road Closure Notice for High Street and Cross Square - copy of information was received.
- 483.4 Gamanfa Ganu.
- 483.4.1 Conductor - Jane James.
- 483.4.2 Organist - Jayne Evans. It was RESOLVED to present Mrs James and Mrs Evans with bouquets of flowers at the event.
- 483.4.3 Tea in City Hall. It was RESOLVED to approve the purchase of the tea and cake.
- 484 THE QUEEN'S 90TH BIRTHDAY BEACONS** Guide for taking part in the event attached. Cllr Gray informed members that the old burner had been disposed of and that the cost of a new burner would be £299 plus VAT. It was RESOLVED to purchase a new burner.
- 485 WWI POPPY DISPLAY** The Responsible Finance Officer reported that he had met with the Dean, the Very Revd. Jonathan Lean, and that due to the cost of the erection, display and security involved with having the Poppy Display, it was agreed that they would not proceed with the request to have the display in the Cathedral grounds. Furthermore, the Responsible Finance Officer explained that the expression of interest would have to be completed by Monday 29th February 2016 and so time was limited to find an alternative location for the display.
- 486 STAFF CONTRACTS** This item, being a matter of contract was agreed to be deferred to the end of the meeting when under section 100 (A) of the Local Government Act 1972, it was RESOLVED that the public and press be excluded from the meeting for this item on the grounds that it involves the likely disclosure of exempt information.

## **Accounts**

- 487** The Responsible Finance Officer reported that the Internal Audit for December 2015 had been completed satisfactorily.
- 488** Accounts for January 2016.

## INCOME AND EXPENDITURE JANUARY 2016

Balance as at 25/01/2016

£

Current A/c 198474.37

**INCOME**

Car Park	
City Hall	388.62
Cafe	1821.92
Miscellaneous	2865.50
Market stalls	75.00
<b>Total</b>	<b>5151.04</b>

Grant re Play equipment

LGA 1972 Sec137 for2014/15 is £10821	
Last month's donations	1400
2015/16 total	5572
Balance available	5249

LGA 1972 Sec 214 Cemetery	
Total donated 2015/16	1400

**PAYMENTS**

£

Admin	2139.43
	84.96
	60.00
	929.41
	32.95
Whitesands	44.10
Playground	10266.00
Hall & House	73.94
	949.59
	131.13
	18.32
	1062.00
Mayor's Expenses	
St Justinians	
Miscellaneous	216.00
	7.96
	35.00
	970.00
	114.91
	3999.60
Christmas expenses	32.00
<b>Total</b>	<b>21167.30</b>

Salaries:Clerk,Assistant & RFO  
VAT  
Internet/telephone  
Computer virus cleaning  
HMRC - Tax & NIC  
Clerk's expenses  
Attendant's commission  
Repairs  
Purchase new playground item  
Caretaker's salary  
Heat & light  
Supplies (inc new window washer)  
D/D Boiler service etc  
Hall development payments (inc Archeology £642)  
Toilet hire / cleaning  
Sage (Licence renewal)  
Water  
Information Commissioner  
PCC (3 properties)  
Dwr Cymru -(2props)  
LITE  
Bws y Bobol

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

**489** Financial Risk Assessment for 2015/2016 was RESOLVED to be approved.

**490** Review of the City Council's Asset Register was RESOLVED to be approved.

**491** DONATIONS

491.1 REQUESTS

491.1.1 Teenage Cancer Trust letter of 11th January 2016. It was RESOLVED to donate £100.

491.1.2 Tenovus Cancer Care letter of 14th January 2016 was received.

491.1.3 Lyn Neville e-mail 16th January 2016 - Elly's Ward 10 Flag Appeal. It was RESOLVED to donate £100.

491.1.4 St Davids RFC letter of 26th January 2016. It was RESOLVED to be defer this item to the next meeting of the City Council and to obtain confirmation of the cost of the new rugby kit.

491.1.5 Oriol Y Parc letter (not dated). It was RESOLVED to donate £250 towards the cost of the Dragon Parade.

**Correspondence**

**492** Dr Steven Jones letter of 12th January 2016 Support for Town Councils. A copy of the Draft Charter between Pembrokeshire County Council and community and town councils attached. Members expressed concerns regarding the content of the Draft Charter, in particular the duplication of existing working practices and what would appear to be the introduction of some new policies and ideas that in reality already exist, as well as the expectation that Community Councils will commit to undertaking certain services that are currently provided by the Local Authority. It was RESOLVED not to endorse the proposal in its current form.

**493** Lindsay Davies e-mail of 14th January 2016 New doors at City Hall. The Clerk informed members that electric doors may be required as the City Hall is a public building. It was RESOLVED for the Clerk to look into the requirements for disabled access in public buildings.

**494** Roy and Gill Fowkes e-mail of 17th January 2016 Request to sing on the Cross Square. was received.

**495** Robert Hay letter of 18th January 2016 Section 137 Expenditure limit for 2016-17 was received.

**496** John Walsh e-mail of 21st January 2016 Naas Rugby Club was received.

**497** Michael Hanschell letter of 23rd January 2016 New Computer Club in St Davids was received.

**498 Reports from Members representing the Council:-**

498.1 St Davids Carnival Association. Cllr Rose reported that a meeting was due to be held on Tuesday 23rd February at 6pm in the Farmers. Cllr Rose confirmed that the Carnival would take place on Saturday 27th August 2016.

498.2 St Davids Christmas Tree Association. Cllr Price reported that a meeting was to be arranged.

498.3 St Davids Day Celebration Group. No further information to add in relation to Item 7.

498.4 St Davids Day Centre for the Elderly. Cllr Williams informed members that they had not been able to start the lunches. Furthermore, Cllr Williams reported that the Memorial Hall was very cold and that the heating needed to be sorted. It was RESOLVED to include this item on the agenda for the next meeting of the City Council.

498.5 St Davids Eco City Group. Copy of information received from Cllr Rose. Cllr Rose informed members that the group had been dissolved and that she would inform members if the group were to resurrect in the future.

498.6 St Davids Peninsula Tourist Association. Copy of minutes received from Cllr Evans.

498.7 Porthclais Harbour Authority. The Mayor reported that a meeting was due to be held on Tuesday 2nd February 2016.

- 498.8 St Davids - Matsieng Lesotho Link. Copy of report received from Cllr Taylor. Cllr Taylor informed members that a fundraising lunch was being held on Friday 19th February 2016 at 12pm in the City Hall. The lunch would cost £5 per person and all proceeds would go to the twinned school in Matsieng.
- 498.9 Youth Drop In. Cllr James reported that pupils in Ysgol Dewi Sant had been encouraged to join the Youth Club and that many had now done so.
- 498.10 Ysgol Bro Dewi Governor. Cllr Halse reported that under the National School Categorisation System controlled by the Welsh Government, Ysgol Bro Dewi has now improved and is in the Yellow category. Ysgol Dewi Sant is in the same category. The summary for support category Yellow is as follows: 'This is an effective school which is already doing well and knows the areas it needs to improve. By identifying the right support and taking action, it has the potential to do even better.'
- 498.11 Planned Community Forum. Cllr James reported that an event was to take place in the City Hall on Saturday 13th February, it was open to the public and that representatives of many organisations would be attending.
- 498.12 Porthstinan Boat Owners Association. Nothing to report.
- 498.13 Porthmawr Surf Life Saving Club. Cllr Gray reported that a meeting was to be held on Thursday 4th February 2016 in the RAFA club.

### County Councillors report:

- 499 Cllr Lloyd reported that Pembrokeshire County Council was facing budget cuts of £12 million and was to spend £100,000 on a report to identify the areas of spending that could sustain the cuts.
- 500 Cllr Lloyd reported a meeting of the Community Land Trust steering group was to take place imminently.
- 501 Cllr Lloyd reported that staff at Ysgol Dewi Sant were working very hard. Cllr Evans asked when the changes to the catchment areas were to take place? Cllr Lloyd confirmed that they were to take place in September 2018. Cllr Evans when the £4.8 million of 21 century funding was to be spent on Ysgol Dewi Sant (at a public meeting, Kate Evans Hughes, Director of Education at Pembrokeshire County Council categorically stated that the money would be made available to the school regardless of the outcome of the Statutory Consultation). Cllr Lloyd replied that the answer wasn't available and that in his opinion the money would be made available to the Church should the change of status take place. Cllr Evans stated that this was completely contrary to the statement made by Ms Evans-Hughes at the public meeting and asked for clarification at the next meeting.

### Planning:

- 502 Jane Gibson letter of 25th January 2016 Letter of appeal for the unauthorised installation of 24 Upvc windows, 2 Upvc doors and a Upvc conservatory at Anghorfa Dawel, SA62 6PH. The City Council acknowledged that the works may have constituted a contravention of Section 9(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990, however it considered that the works were not deemed to have a detrimental visual and environmental impact on the surrounding area. Furthermore, the City Council acknowledged the importance of preserving the special historic and architectural character of buildings, however considered that in **this** particular instance maintaining an energy efficient home would be of far more benefit to the environment than replacing the windows. It was RESOLVED to write a letter in support of the applicant.
- 503 NP/15/0666/LBA Replacement of ground floor concrete sills in slate and concrete lintel to front window with brick segmental head, replace roof and conversion of attic with installation of two no. rooflights to rear at 12 Nun Street, SA62 6NS. 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.
- 504 NP/16/0026/TCA 1 x Sycamore - Fell, also prune and remove ivy from further trees in grounds at Oriol Y Parc, SA62 6NW. It was RESOLVED to support the application.

**505** NP/16/0031/S73 Variation of Condition no.2 of NP/13/0254 at Ty Uchaf, Treledydd Fawr, SA62 6PP. 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.

There being no further business the meeting closed at 9.30pm

Signed .....  
Chair

Date .....

**Minutes of the Second Meeting of the Council on Monday 15th February 2016 in the Council Chamber at 7.00pm**

The meeting was preceded by a short visit from Mr Vic Dennis of Unison. Mr Dennis presented the Council with information regarding Unisons Time to Care campaign which calls for adoption of the Ethical Care Charter by Pembrokeshire County Council. The charter would ensure that domiciliary workers would be paid the minimum wage and deliver care based on client's needs rather than an allocated time slot. The Mayor thanked Mr Dennis for attending and asked for the petition to be included as an item on the following agenda.

**506 Apologies for Absence:** DJO Chant, BT Price.

**507 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.

507.1 Cllr John declared a personal interest in relation to Item 517.1

507.2 Cllr Gray declared a prejudicial interest in relation to Item 525 and left the Council Chamber while the item was discussed.

**Matters Arising**

**508 EDUCATION** Statutory Consultation - review of secondary education provision in the mid and north west of Pembrokeshire, Fishguard and St Davids area. Huw Jones e-mail of 10th February 2016 confirming that the school's governing body would be entitled to increase pupil admission numbers in the future if necessary.

**509 CHRISTMAS LIGHTS**

509.1 Indoor lights for City Hall. It was RESOLVED to purchase Item 3, Visual 2 as contained in Martin Avill letter of 5th February 2016 (2 lengths of LED icicles) for the sum of £360.

509.2 2016-2018 tender agreement. It was RESOLVED to approve the advert below and to place it in the next available edition of the Western Telegraph

ST DAVIDS CITY COUNCIL

**NOTICE OF PUBLIC TENDER for**

**INSTALLATION and REMOVAL OF CHRISTMAS STREET LIGHTING DISPLAY**

I give notice that Tenders are invited for the period 2016 - 2018  
Tender information is available from the Clerk and is to be returned by  
3.00pm on Monday 4<sup>th</sup> April 2016

Clerk – Miss Heidi Gray, St Davids City Council, City Hall, High Street, St Davids, Pembrokeshire SA62  
6SD 01437 721137 or [clerk@stdavids.gov.uk](mailto:clerk@stdavids.gov.uk)

**510 CITY HALL DEVELOPMENTS**

510.1 Memorial Hall heating. It was RESOLVED to ask Simon Morgan to provide an improved heating system.

510.2 Memorial Hall plug sockets. It was RESOLVED to ask Simon Morgan to install 4 double electrical sockets.

510.3 Change of use of toilets in the Drop In. Sharon Knowles e-mail of 9th February 2016 was received and it was RESOLVED to await the report from the Fire Safety Officer.

- 510.4 Disabled door access - the Clerk reported that WA Spees was in the process of collating the relevant information to present to the Council.
- 510.5 Wheelchair ramp for internal steps leading to City Hall from Memorial Hall. It was RESOLVED to order a 26 inch ramp from Roll-A-Ramp for the sum of £194.99 + VAT.
- 510.6 Painting City Hall interior - Tony Morris quote of 4th January 2016 was received. It was RESOLVED to defer the item pending additional quotes.
- 510.7 Repair to flat roof at rear of City Hall - Tony Morris quote of 3rd February 2016 for the sum of £1395.00 + VAT was RESOLVED to be approved.
- 511 THE QUEEN'S 90TH BIRTHDAY BEACONS** The Responsible Finance Officer reported that the beacon had been ordered at a cost of £299 + VAT.
- 512 UNAUTHORISED SIGNS AT CK'S SUPERMARKET** Cllr Evans e-mail of 9th February 2016 was received. The Clerk reported that an Enforcement Notice had been served instructing the supermarket to remove the signs by 12th February 2016 in order to avoid Enforcement Proceedings.
- 513 TRAFFIC MATTERS** Darren Thomas, Head of Highways & Construction at Pembrokeshire County Council e-mail of 5th February 2016 informing the Council that the current parking restrictions in Goat Street came into force in 2009, was received. It was RESOLVED to request that Mr Thomas meet with members on site to discuss an appropriate solution to the lack of parking and 'pinch point' problem in Goat street
- 514 WHITESANDS**
- 514.1 Andy Middleton e-mail of 5th February 2016 following informal meeting of 8th January 2016 was received. It was RESOLVED that any Members wishing to attend the meeting could do so.
- 514.2 Surf Competition - Ben Clyde-Smith e-mail of 2nd February 2016 was received. It was RESOLVED to approve the request to book the main car park for 3 days, for a total cost of £1200.
- 515 PROPOSED PARK FACILITIES AT WAUN FAWR**
- 515.1 Caroline Bowen of PCNPA e-mail of 22nd January 2016 advising that planning permission is unlikely to be required was received.
- 515.2 Following Kirstie-Anne Donoghue, Road Safety Officer e-mail of 2nd February 2016 advising of possible road safety concern, it was RESOLVED that the City Council's representative of the Youth Drop In would request to attend the next RFC Committee meeting to discuss the proposal.
- 515.3 Cllr Rose presented a youth survey that she had prepared as part of the process to obtain grant funding. Cllr Halse suggested additional questions could be included and offered to discuss them with Cllr Rose after the Council meeting.
- 516 ST DAVIDS CHEMIST** - The Clerk reported that to date there was no proposal to make changes to the present service.

## **Finance**

### **517 DONATION REQUESTS**

- 517.1 ST DAVIDS RFC UNDER 7s RUGBY KIT it was RESOLVED to pay the total cost of the kit in the sum of £240.
- 517.2 Nesta Jones of Urdd National Eisteddfod letter of February 2016 was received.



**Correspondence**

- 518** Celtic Camping letter of 28 January 2016 details of Destination Pembrokeshire. It was RESOLVED to write a letter supporting the principle of the proposal.
- 519** Dr GW Middleton letter of 1 February 2016 Closure of post box at Cochin Rownd. It was RESOLVED to write to the Royal Mail expressing the City Council's disappointment at not having been informed of the decision to close the original post box and to suggest that instead it be relocated to the other side of the Cochin Rownd. It was further RESOLVED to request that a post box be installed in CKs Supermarket.
- 520** Jude Parr PCSO e-mail of 2 February 2016 containing updated contact details was received.

**Planning:**

- 521** EC13/0040 Installation of UPVC windows at Anghorfa Dawel, SA62 6PH. Rob Scourfield letter of 5th February 2016 was received.
- 522** NP/15/0414 Proposed upgrade to existing telecommunications installation comprising of replacement mono pole at Glasfryn, SA62 6QF. It was RESOLVED to approve the amendments and to rescind the Council's previous resolve to refuse to support the application.

**Any other business**

- 523** Cllr John requested that the following items be included for discussion on the next agenda:
  - 523.1 Servicing and re-housing the defibrillator.
  - 523.2 Original boathouse at St Justinians.
  - 523.3 A date for the meeting re: volunteers to help with gardening/planting in St Davids.
- 524** Cllr Evans suggested that in future Councillors prepare a list of questions for County Councillor David Lloyd.

There being no further business the meeting closed at 8.40pm

Signed .....  
Chair

Date .....