

Minutes of the Monthly Meeting of the Council on Monday 10th January 2011 in the Council Chamber at 7.00pm

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

474 Apologies for Absence: J Braby (Holiday), D Chant (Holiday) and B Price (indisposed).

475 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.

S Halse declared a personal interest in relation to the parking assessment being a resident of New Street (Minute 483).

C Taylor declared a personal interest as a member of the Cathedral Festival Committee in relation to a letter from the St.Davids Cathedral Festival (Minute 488.2).

476 Confirmation of Minutes for:-

476.1 The Council Monthly Meeting on Monday 6th December 2010 were RESOLVED to be accepted and approved.

476.2 Minutes of the 'In Committee' Business of the Council Monthly Meeting on Monday 6th December 2010 were RESOLVED to be accepted and approved.

Matters Arising

477 WHITESANDS CAR PARK

477.1 Tickets - Given the many ticket prices being considered it was RESOLVED to review the peak season charges in May and to proceed with the purchase of the standard £4 tickets. It was also agreed to leave the after 3pm ticket and to review this position later in the season.

477.2 Glass Recycling – Pembrokeshire County Council letter of 22 December 2010 was RESOLVED to be received.

477.3 Access Improvements - Pembrokeshire County Council had advised they are still assessing the work and a costed design will be provided in due course.

477.4 Seasonal Camping – Pembrokeshire Coast National Park Authority letter of 15 December 2010. It was agreed that the provision of evidence for enforcement purposes should remain as the responsibility of the Pembrokeshire Coast National Park Authority.

478 CITY HALL

478.1 Kitchen Review – Clerk advised of delays in obtaining responses from suppliers for a mix of traditional domestic kitchen units with stainless steel work surfaces. An amended and simplified design had been discussed based on the previously agreed arrangement and this was due to be available for the next meeting.

478.2 Decorating, Repairs and Maintenance.
The Clerk outlined key matters and it was RESOLVED to meet in the hall in the future to discuss the decorative condition and the alternative options for hanging pictures.

478.3 Bookings:-

478.3.1 Royal British Legion letters of 13 December 2010 and 4 January 2011 regarding the Great Poppy Party were discussed given that the City Hall was already booked for the weekend. It was RESOLVED to offer the Memorial Hall and kitchen for use for the events over the weekend without charge.

478.3.2 Annual Review of free of charge hall bookings for the year.

The Royal British Legion, St.Davids Community Pool Group, St Davids Day including the Eisteddfod events, St Davids Matsieng Link Group, Carnival Committee, Blood Donors and Bws y Bobol were confirmed as not being charged for 2011.

479 SPEEDING IN RHODIAD Y BRENIN

While there had been no response, the Clerk was to meet with the police on 12 January 2011.

480 WEBSITE Clerk noted that progress was being made with the new site.

481 CHRISTMAS EVENTS REVIEW:

G James being a long standing member of the Christmas Tree Association wished to thank all involved in the provision of the street lighting and the switch on arrangements over the years. At moment the Christmas Tree Association comprises 4 councillors and 1 parent.

Christmas Lighting Switch On – Llywela Harris email of 7 December 2010.

C Taylor felt there were potential safety matters and other points in relation to this public event outside the Hall that needed to be addressed.

G James emphasised that the event was run by the Christmas Tree Association and not the Council and a review meeting was to be held by the Association in the next few weeks. One option was to have a 'switch on' only on the Square and have Santa's Grotto in the Hall following the success in 2010. The prospects for a parade from the Square could involve road closure and substantial cost as well as a need for further volunteers.

Llywela Harris was to be advised of the position and the matter was to be discussed again after the Christmas Tree Association review had been completed.

The Senior Citizen's Lunch and the Civic Reception had both been successful occasions and it was agreed to send a letter of thanks to the Air Training Corps Band for their very successful performance at the reception together with a donation of £50.

481.1 Royal British Legion letter of thanks of 18 December 2010 was RESOLVED to be received.

481.2 Thanks were offered Cllr Malcolm Gray for taking down the Christmas tree on the Cross Square.

482 ST DAVIDS' SAFE ROUTES IN THE COMMUNITY BID by Pembrokeshire County Council. Cllr George agreed to be a representative on this group.

483 PARKING ASSESSMENT M Gray declared a personal interest in his wife who had submitted a response.

Responses from the community had been collated and were discussed with key points noted being:-

483.1 A priority of improving parking for residents including the prospect of introducing resident's permits.

483.2 Re assessment of 'on street' parking restrictions particularly during the quieter times of year when there is less need for excessive parking restrictions.

483.3 The identification of new areas for residential parking.

It was agreed to invite an officer of Pembrokeshire County Council to meet the Council to discuss these points.

Other suggestions from the survey were:-

483.4 The provision of a local bus service within St.Davids to reduce car use possibly by involving Bws y Bobol – a request was to be presented to Cllr R Thornton as Chair of Bws y Bobol.

483.5 Free parking away from the centre such as at Oriel y Parc to encourage out of centre parking.

484 FUTURE STAFFING

Future staffing was to be considered by a separate committee to meet on Monday 17 January at 2pm with membership to comprise G James, P Goddard, S Halse, S Williams, C Taylor, Responsible Financial Officer and Clerk.

485 CAULDRONS AND FURNACES

A further visit from the coordinator Clare Williams was due in February.

Accounts:

486 Internal Audit for November 2010 had been successfully completed and was RESOLVED to be accepted and approved.

487 Accounts for January 2011.

INCOME AND EXPENDITURE DECEMBER 2010

Balances as at 31/12/2010

£

Current a/c 93536.38

SUMMARY	Car Park	City Hall	Admin	Capital	Misc	Café	St Justinian	VAT	TOTAL
Income		294			500	1784			2578
Expenditure	491	492	2063		14274	346		1965	19631
Balance	-491	-198	-2063	0	-13774	1438	0	-1965	-17053

DONATIONS

LGA 1972 Sec 137 for 2010/11 is £9575	
Last month's donations	200
Total donated 2010/11	1900
Balance available	7675

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

PAYMENTS

£

Redbridge Ltd	34.00
CK Supermarkets Ltd	110.92
Gwyn Davies & Sons Ltd	197.67
CPC Ltd (Microphone)	128.08
Cegin Paran Kitchen	640.00
Martin Griffiths (2)	650.00
Kadinsky Art	28.20
Mathias Hardware	44.87
Lavins Electrics	70.00
H Bennett & Sons	1312.48
HL Fielding & Sons Ltd	406.10
D C Munday	1495.77
P L Evans	239.77
Wicksteed Leisure Ltd	244.78
Cllr C T Taylor (exps)	43.70
Globe Orange (website)	250.00
Mathias Hardware	48.72
LITE	3664.83
J Phillips	181.59
HMRC NI & IR	1736.94
Image Screen Arts	387.75
Audrey James	229.00
Total:	12145.17

RESOLVED to grant approval of the accounts for the month permission to pay the accounts.

488 Donations:

488.1 Pembrokeshire Samaritans letter of thanks of 21 December 2010 - it was RESOLVED to be received.

Donation Requests:-

488.2 St Davids Cathedral Festival letter of 30 November 2010 - it was RESOLVED to provide sponsorship of £1000.

488.3 Macmillan Cancer Support letter received 14 December 2010 - it was RESOLVED to donate £150.

488.4 Pembrokeshire YFC letter of 14 December 2010 – it was RESOLVED to offer free hire of the City Hall for a YFC event.

Correspondence

489 Pembrokeshire County Council letter of 2 December 2010 - Improvement Review Plan was RESOLVED to be received.

490 Pembrokeshire County Council letter of 7 December 2010 - Off Street Parking Places and Prohibition and Restriction of Waiting, Loading and Parking Places Consolidation Orders 2011 was RESOLVED to be received.

491 Pembrokeshire County Council Highways letter of 14 December 2010 presenting information on the current Cross Square to City Hall Path Improvement scheme were noted.

492 National Trust email 6 January 2011 - Memorial Benches

The suggestion that a policy be considered for memorial benches using a draft based on similar experience in Solva was discussed. The policy was not accepted and the use of large wooden blocks was not felt to be appropriate given the agreement with the relevant authorities that was undertaken some years ago when the St Davids design of bench was accepted. It was agreed to present this approach to the National Trust.

493 Pembrokeshire Coast National Park Authority email of 21 December 2010 with Draft Corporate Strategy 2011-2014 consultation was RESOLVED to be received, it being noted that this item will also be discussed at the Community Council Seminar on 29 January 2011.

494 Mr RG Cox letter of 10 January 2010 was received at the meeting and it was RESOLVED to seek advice prior to considering the matter at the meeting on 24 January 2011.

495 Standard letters and newsletters – the following items were RESOLVED to be received:-

495.1 One Voice Wales letter of 5 January 2011 and December 2010 Newsletter.

495.2 PLANED Free Training for Community Festival and Events Organisers.

495.3 Countryside Council for Wales Newsletter 52.

495.4 Pembrokeshire Coastal Forum December eNewsletter and invitation to workshops 'designed to inform and hear your views on the importance of beaches in Wales; the challenges of sustaining beaches in an era of climate change and sea level rise, and opportunities for beach nourishment'.

495.5 North Pembrokeshire Transport Forum December News Briefing.

495.6 Play for Wales Winter 2010 edition.

495.7 Paul Davies AM surgeries 2011.

496 Reports from Members representing the Council:-

496.1 Bws y Bobol – R Thornton - nothing to report.

496.2 One Voice Wales – P Goddard - next meeting is on 19 January.

496.3 St Davids Carnival Association. – G James - nothing to report

496.4 St.Davids Christmas Tree Association – no report.

496.5 St Davids Community Pool Group - C Taylor reported there was a meeting on 12 January 2011.

496.6 St.Davids Day Celebration Group - S Halse noted progress was being made with the organisation of all the usual events.

496.7 St Davids Day Centre for the Elderly – G James - nothing to report.

496.8 St Davids Eco City Group – R Thornton - no report as meetings on Monday.

- 496.9 St.Davids Peninsula Tourist Association – S Williams – Next meeting is on Wednesday 12th January 2011.
- 496.10 St.Davids - Matsieng Lesotho Link – C Taylor – Meeting on 11 January and a Bring and Buy Sale on 15 January with a Lent Lunch being arranged as well.
- 496.11 Youth Drop In – no report.
- 496.12 Ysgol Bro Dewi Governor – no report.
- 496.13 Mayor's Report for the Month – The Mayor confirmed there would be no civic service.

497 County Councillor's Report. Cllr J George had no matters to report.

Clerk's Business:

498 Play Area

- 498.1 Mini carousel – it was RESOLVED to refit the carousel on a new concrete base.
- 498.2 The Clerk advised that he had sent an invoice to Pembrokeshire County Council for £2469.33 to cover repairs and maintenance work undertaken during the year.

499 Orientation Map - QR Codes re D Malein email 4 January 2010. It was agreed to look into the possibility of adding QR or Quick Response codes to the existing maps in order that they become more interactive with 3 G telephone systems.

500 St Davids Day Dinner - menus were being obtained for a selection of venue to be made at the next meeting and it was RESOLVED to invite the High Commissioner for Lesotho, the Mayor of Naas and representative of Naas RFC and St Davids RFC.

501 Information Commissioner – It was RESOLVED to pay the fee for Data Protection registration of £35.

502 Pembrokeshire Coast National Park Authority - Recreation Plan Public Consultation was to be reconsidered at the second meeting given the areas of interest for St Davids especially at Whitesands and St Justinians.

Planning:

Previous Application

503 NP/10/457 Temporary Equestrian Workers Caravan (retrospective) at Hen Treferfyn Stud Farm, Berea SA62 6DH was noted as being withdrawn by the applicant on 10.12.10.

504 NP/10/488 Extension at Ffynnon Ffaiddog - a decision notice advising that this plan had been approved was received on 10 January 2011 it being noted that the original application had not been received by the Council the Pembrokeshire Coast National Park Authority has been advised of the situation.

New Applications

505 NP/10/524 Erection of decking adjacent to caravans (Part retrospective) at Lleithyr Farm Holiday Park, Whitesands it was RESOLVED to be received to support the application.

506 NP/10/527 and NP/10/528 Listed Building Application - Alterations to access at High Street were RESOLVED to be received to be supported.

507 NP/10/538 Polytunnel at Caerhys Farm, Berea – was RESOLVED to be supported.

508 NP/10/561 and NP/10/562 Listed Building Application Replacement of existing extension at Plyg-y-Tywyn, Whitesands – was RESOLVED to be supported.

There being no further business the meeting closed at 8.50pm

Signed

Date.....

Chair

Second Meeting of the Month on Monday 24 January 2011 at the Council Chamber at 7.00pm.

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

509 Apologies for Absence: J Braby, D Chant and B Price.

Matters Arising from 10 January 2010 Meeting**510 WHITESANDS ICE CREAM LICENCE TENDER**

RESOLVED that by virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from discussions on this item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

511 CITY HALL

These matters were agreed to be considered in the kitchen and hall at the end of the meeting.

511.1 Kitchen Review.

511.2 Decorating, repairs and maintenance.

512 PARKING DISCUSSION WITH PEMBROKESHIRE COUNTY COUNCIL.

The Clerk reported on a discussion with Mr G Sutton Parking Services Manager of Pembrokeshire County Council on 12 January 2011.

While Mr Sutton was willing to visit the Council as requested there is an embargo on any changes to the parking restrictions while the recently updated regulations and new enforcement regime become established throughout the county. It was agreed that the meeting be arranged to be held in the day to review waiting restrictions in St Davids.

513 FUTURE STAFFING

Minutes of Staff Review Committee Meetings 17 and 21 January 2011 were presented by the Committee Chair G James. Members of the committee were asked to approve the minutes of the Staff Review meeting on 21 January 2011 and after an amendment was agreed these were approved.

513.1 A draft Job Description for a new Clerk was presented and RESOLVED to be accepted.

513.2 Advertisement - it was agreed that a simple advertisement be placed in the Western Telegraph. It was noted that a small 5 by 5.6cm advert costs £464 and given this high level of expense it was felt that the advertisement should be in English offering all information in Welsh on request.

513.3 New Clerk's rate of pay was proposed to be on level LCI spinal point 20 being £18,453 but this figure had been established in 2009 and was awaiting changes to national pay scales – the pay scale was RESOLVED to be accepted.

513.4 Pension – Clerk reported that there was a possibility of joining the Local Government Pension Scheme and further information was awaited.

513.5 A review of current officer's pay was agreed to be undertaken in April as it had not been undertaken for some time.

513.6 During discussion on the timing of the new appointment the Clerk then tendered his resignation with an intention to finish on 31 May 2011.

513.6.1 Thanks were offered to the Clerk for his work by G James and J George.

513.7 Advertisement - it was RESOLVED that the committee should continue and prepare the advertisement and finalise the information for the job application.

513.8 The Mayor added his thanks to the Clerk.

513.9 The Staff Review Committee meeting would be on Thursday 27 January 2011 at 2pm.

514 PEMBROKESHIRE COAST NATIONAL PARK AUTHORITY - RECREATION PLAN PUBLIC CONSULTATION.

Following discussion on the key questions within the consultation document these points were to be presented as a response:-

Consultation question B Car Parking

The use of grass fields as temporary car parks was supported particularly in the light of the Council's long term efforts to obtain planning approval for the use of a field for temporary seasonal parking at St Justinians.

Consultation question E Coasteering

The impact on wildlife was felt to be managed when coasteering was managed by existing outdoor pursuit organisations however tombstoning in other peninsula locations was of real concern.

Consultation question H Management concerns in the Beach coast

- Support was offered for improved cycle and pedestrian access between Whitesands and St.Davids but this was not to restrict vehicle access to farms and for residents within the area and should be undertaken without road widening.
- Regarding an increase in the provision of more outlets at Whitesands offering beach gear hire services – it was felt that present levels of hire service were reasonable particularly as such outlets tend to be on the beach.
- Regarding trip boats using Whitesands beach, it was understood that this was strictly controlled with only 1 user allowed access and this would not be renewed if the operation ceased.

Consultation question I Fast Power Craft

- There was a need for fast boat trips as an essential part of the local economy and with the voluntary codes in place it was felt that present environmental controls work. It was emphasised that such trips are reducing in the present economic climate given the cost involved.
- There was no support for personal water craft in this area and most that arrive tend not to be encouraged to stay.

Consultation question L Intensive use of the small bay coast.

The need for permanent toilets at St Justinians was emphasised particularly as this Council provide temporary portable toilets for each season.

G James suggested that the City Council should write its own plan for Whitesands and St Justinians in order for it to be both environmentally and traffic friendly and this received support.

515 ST DAVIDS DAY

515.1 Council Dinner - menus from the Old Cross and The Grove Hotel were discussed and it was RESOLVED to hold the dinner at the Old Cross Hotel for £22.50 inc vat. A discussion followed on whether councillor's own dinners should be funded while each member would fund their personal guest(s). It was agreed that the matter would be reconsidered in the future.

515.2 Guests to be invited with partners were agreed to be - the Mayor of Naas, HRH Prince Seeiso, Chair of Naas RFC youth section, St.Davids RFC Chair of youth section, Commanding Officer of 14 Signal Regiment, Vicar as Mayor's Chaplain, Bishop of St Davids, The Dean, Chief Executive of Pembrokeshire Coast National Park Authority, the Clerk and Mrs Menday. It was noted that the County Councillor J George, who is normally invited was committed to Pembrokeshire County Council business and his apologies were received.

515.3 Progress on other St Davids Day events was then reviewed.

Correspondence requiring consideration prior to the February Meeting.

516 Pembrokeshire County Council letter 13 January 2011 – Presentation by Local Government Boundary Commission for Wales on 31 January 2011 in County Hall. It was agreed that R Thornton would represent the Council over the review of the electoral arrangements in Pembrokeshire in regard to the Electoral Divisions for County Councillors. (Not Town and Community Council boundaries.)

517 Welsh Assembly Government letters of 14 January 2011:-

517.1 Borrowing by Community and Town Councils in 2011 – 2012 was RESOLVED to be received.

517.2 Consultation on Amendments to Governance and Accountability for Local Councils in Wales – A Practitioner's Guide (2011) was RESOLVED to be received.

518 A donation of £250 had been received from estate of the late Mrs Hunter on 18 January 2011. This was received with much appreciation and a letter of thanks was to be sent to her family. It was also agreed that the money be used for a specific and appropriate purpose rather than becoming a part of general funds.

519 Neyland Town Council email 20 January 2011 about whether local Town Councils are organising street parties as a part of the celebrations of the wedding of Prince William and Kate Middleton was noted.

Clerk's Business

520 Withybush Hospital meeting on Friday 11 February 2011 in the City Hall at 7pm – there was no further information received.

521 Whitesands Passes for Permanent Residents – The existing criteria of being on the electoral roll for St Davids and having a vehicle registration document registered in St Davids and payment of the fee were confirmed for 2011 with emphasis being on these passes being issued to permanent residents only.

522 Clerk's telephone at home – it was agreed to defer any changes to the telephone arrangements until the new staffing situation was clear.

Planning

523 Previous application NP/10/399 – Amended plans for new dwelling on and adjacent to Gilfach, 24 New Street.

The Council agreed that despite the modifications submitted it re-emphasised its decision on 20 September 2010 not to offer support for the development as it is immediately adjacent to the side of the narrow lane and would have a detrimental effect on access.

The meeting adjourned to the kitchen of the City Hall.

524 CITY HALL

524.1 Kitchen Review – A quotation dated 24 January 2011 including the requested changes from CKM Developments Ltd was discussed. Further amendments were then agreed and it was RESOLVED to proceed with an order for the supply and installation of new kitchen equipment with CKM Developments Ltd subject to the cost of the new amendments being confirmed for the next meeting. This was anticipated to be around the £13,000 already quoted. In addition it was agreed that:-

524.1.1 The Council will arrange for removal of all existing fixtures, fittings and tiling.

524.1.2 Quotations for provision of a new electrical system were to be obtained.

524.1.3 Arrangements were to be made for associated builders work for the extraction point and plumbers for the removal and refitting of water heaters to enable new surfaces to be fitted.

524.2 Decorating, repairs and maintenance.

524.2.1 The wear and tear to the walls in the auditorium was noted and it was RESOLVED to obtain prices for painting the yellow upper wall between the dado rail and the upper display rail as well as painting the mid blue section between the dado rail and skirting.

524.2.2 Repairs to the smashed door window and damaged ceiling tiles were to be undertaken.

Any Other Business:

525 Microphone n the City Hall

Cllr R Thornton noted that continuing problems with the latest radio microphone may be due to batteries being used very quickly and it was RESOLVED to purchase a battery charger and rechargeable 9v batteries to reduce battery costs.

There being no further business the meeting closed at 8.50pm

Signed
Chair

Date.....

'In Committee' Minutes of the Second Meeting of the Month on Monday 24 January 2011 at the Council Chamber at 7.00pm.

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

526 Apologies for Absence: J Braby, D Chant and B Price.

Matters Arising from 10 January 2010 Meeting

527 WHITESANDS ICE CREAM LICENCE TENDER

There being no further business the meeting closed at 8.50pm.

Signed
Chair

Date.....