

**Minutes of the Monthly Meeting of Council on Monday 2 July 2007 in the Council Chamber at 7.00pm.**

**Present:** MGD James as Mayor in the Chair, DJO Chant Deputy-Mayor, JW Braby, DJH George, MC Gray, BT Price, CT Taylor, RJ Thornton with PL Evans (Responsible Finance Officer) and DC Menday (Clerk).

**173 Apologies for Absence:** AM Foster (work commitment), JF Godkin (indisposed), SJ Halse (family commitment), JG Lloyd (family commitment) and S Williams (work commitment).

**174 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. B Price regarding Minute 177 St Justinians and J George as a member of the Pembrokeshire Coast National Park Authority.

**175 Confirmation of Minutes for:**

- 175.1 Council Monthly Meeting on Monday 4 June 2007 were RESOLVED to be accepted.
- 175.2 'In Committee' Business of the Council Monthly Meeting on Monday 4 June 2007 were RESOLVED to be accepted.
- 175.3 Second Meeting of the Month on Monday 18 June 2007 were RESOLVED to be accepted.

**Matters arising from the Minutes:****176 WHITESANDS:**

- 176.1 Waste Recycling Facility – given the view of the Pembrokeshire Coast National Park Authority expressed on 18 June 2007 that did not support a public facility, it was RESOLVED to ask the Authority for possible locations for limited facilities for the car park and beach users.
- 176.2 Eco City Group:-
  - 176.2.1 Minutes of 5 June 2007 meeting and email of 12 June 2007 were RESOLVED to be received.
  - 176.2.2 Contract works for the rain water harvesting and solar panel scheme for the public conveniences. It was noted that the Clerk was due to meet with Messrs Bullock Consulting Ltd and Pembrokeshire County Council on Thursday 12 July 2007 as the Eco City Group had confirmed that its Lottery funding for the scheme had been extended until 31 October 2007.

**177 ST JUSTINIANS: Matters arising from:-**

- 177.1 Meeting with Nic Wheeler of Pembrokeshire Coast National Park Authority on 18 June 2007. Concern was expressed over the lack of assistance in providing a car park.
- 177.2 M Gray reported that at West Angle the Pembrokeshire Coast National Park Authority had relatively recently extended the coastal car park that is completely contrary to the approach and justification used at St Justinians.
- 177.3 To make progress it was RESOLVED to:-
  - 177.3.1 Re-establish the Group Meetings led by the City Council.
  - 177.3.2 To meet the covenant holders to clarify the present position.
  - 177.3.3 Meet with the land-owner of the Chapel car park.
- 177.4 RNLI letter of 12 June 2007 was RESOLVED to be received.
- 177.5 Pembrokeshire Coast National Park Authority copy letter of 27 June 2007 in reply to Mr D Mills – it was RESOLVED to reply noting that there would be no need for a traffic warden if there was a car park.

**178 PROJECTS and WORKS:**

- 178.1 Play Area Phase 2: New access ramp and bus shelter – design suggestions made following the recent site meeting were to be taken forward and a sketch scheme provided.
- 178.2 Cross Square:-
  - 178.2.1 Improvements – new services and surface, with the Cross Square paving completed a tender document was to be prepared for the replacement housing for water and electricity supplies.
  - 178.2.2 Floral display – information was awaited.
- 178.3 Market Stalls – St.Davids Peninsula Tourist Association had previously offered to purchase several stalls costing around £200 each with storage needed. It was agreed that the Clerk would investigate potential storage facilities. It was RESOLVED to establish a booking system for the use of the Cross Square for activities and events as well as the approval for use of the Memorial Gardens.

**179 CITY HALL:**

- 179.1 Phase 2 Development – discussion was deferred until the next meeting with Peter Howe and Heath Coombe of Pembrokeshire County Council on 23 July 2007.
- 179.2 Building Maintenance:-
  - 179.2.1 Rear fire door replacement – it was RESOLVED to see if the agreed supplier would proceed and to use the second supplier Palace Windows Ltd if not.
  - 179.2.2 Stairs to stage – cost indications in the order £1300 had been received for 2 new sets of stairs and further quotations were to be obtained given the amount involved.

**OTHER MATTERS ARISING:**

- 180** Staff Performance Review – following delays in current pay scales being received it was RESOLVED to reassure the Clerk and Responsible Financial Officer that when the award is made it would be back dated to 1 April 2007. A meeting to discuss these matters would be held on Monday 9 July 2007 at 6pm.
- 181** Pembrokeshire County Council letter of thanks of 6 June 2007 for funding contribution to the Celtic Coaster bus service was RESOLVED to be received.
- 182** Deputy Mayor's Chain – supplier's information was noted and it was RESOLVED to look at the possibility of a custom made design using local craftsman.
- 183** Sustainable Communities Bill – Progress report of 19 June 2007 and MP's letter of 12 June 2007 were RESOLVED to be received.
- 184** Community Bus – Clerk's report and costs were noted. It was RESOLVED to present the information to Siop y Bobol with a view to obtaining a commitment to future funding and to seek volunteer drivers and potential users through the Press.
- 185** Report on meeting with Pembrokeshire County Council regarding parking and the Traffic Management Review on 28 June 2007 was noted.
- 186 County Councillor's Report:** J George reported that the Leader of Pembrokeshire County Council and Cabinet Member for Education were visiting Ysgol Dewi Sant on Tuesday 3 July and the Cabinet Member for Transport is visiting on Thursday 5 July and will meet with the Mayor.

**Correspondence**

- 187** One Voice Wales letter of 7 June 2007 Membership 2007/8 and magazine 'The Voice' – was RESOLVED to be received.
- 188** Local Council's Update – it was RESOLVED to join the Society of Local Council Clerks at a subscription of £135 plus joining fee of £13 and not to proceed with the Local Councils Update Service at £100pa.
- 189** Pembrokeshire County Council letter of 12 June 2007 regarding the Empty Homes Initiative, the information was noted and further details over definitions of being empty especially regarding second homes was to be obtained.
- 190** Pembrokeshire County Council letter of 14 June 2007 - Waiting Restrictions – it was RESOLVED to confirm the request that all waiting restriction lines in St Davids in future will be 50mm wide instead of the current 100mm.
- 191** Pembrokeshire Coast National Park Authority letter of 15 June 2007 National Park Conservation Area Grant Scheme 2007/8, was RESOLVED to be received.
- 192** Pembrokeshire County Council letter received 22 June 2007 - Draft Rights of Way Improvement Plan for Pembrokeshire with consultation responses required before 27 September 2007, it was RESOLVED to reconsider the matter at the next meeting.
- 193** Emergency Planning – it was RESOLVED to ask Mr D Guy if a meeting could be considered to re-establish the group.
- 194** Pembrokeshire Coast National Park Authority letter of 27 June 2007 - Development Management Update with Guide – information was noted and the response form regarding service provision was completed.
- 195** St Davids Cathedral Festival letter of thanks 25 June 2007 was RESOLVED to be received.
- 196** Ombudsman for Wales Annual Report and letter of 27 June 2007 was RESOLVED to be received.
- 197** Global Connections email of 29 June 2007 – inviting interest from groups wishing to raise awareness of the slave trade was noted.
- 198** Pembrokeshire County Council letter of 21 June 2007 regarding Dog Control Orders- it was RESOLVED to consider the use of Dog Orders and the response form was completed.
- 199** Welsh Assembly Government letter of 26 June 2007 regarding 2 vacancies on the Pembrokeshire Coast National Park Authority, was RESOLVED to be received.

**200** The following items of correspondence were RESOLVED to be received:-

- 200.1 British Cleaning Council newsletter.
- 200.2 North Pembrokeshire Transport Forum Briefing.
- 200.3 Cefn Gwlad - Wales Rural Forum information.

- 200.4 Regeneration and Renewal Conference 12 September in Manchester.  
 200.5 Transport for London – information on low emission zone vehicle restrictions – cleaner air for Greater London.

**201 DONATIONS:** Donation request from Shelter Cymru letter received 23 June 2007- it was RESOLVED to donate £50.

**Clerk's Business:**

- 202** Website – The use of links on the Council's websites was RESOLVED to be encouraged but only for sites specifically related to St Davids.  
**203** Community Action Plan update of City Council position on the revised proposals – details were noted.  
**204** Y Gudel / New Street junction – request for a bollard to limit parking close to the railings - it was agreed to request that a bollard be placed at this access point to enable safe egress from Y Gudel by all users, with County Councillor requested to take this matter further.  
**205** Communications – growth in availability of reports and information through websites. The Clerk noted that if members have specific areas of interest they should let him know as more details were now being made available this way.  
**206** Memorial Hall – Internal appearance - it was RESOLVED to assess appropriate improvements to the Hall at the next meeting, with members asked to look at the Hall to assist recommend design possibilities.  
**207** Waun Fawr maintenance – Clerk outlined condition of the car park and it was RESOLVED to obtain scalplings and spread them on the surface with a cost allowed of £500.  
**208** Fair Trade City – following the efforts of the St.Davids Fair Trade Group it was RESOLVED to bring together the various aspects of work undertaken and to submit an application for St.Davids to be a Fair Trade City in the name of the City Council.

**209 Planning:**

- 209.1 NP/07/304 Change window openings on south elevation at Ty'r Wennol, Quickwell Hill – it was RESOLVED to offer COUNCIL SUPPORT.  
 209.2 NP/07/324 Resiting and reconstruction of existing house with additions to rear (amendments to NP/05/473) at Bank Farm, Trelerw - it was RESOLVED to seek more information and not to offer COUNCIL SUPPORT as was the response to the original 2005 application.  
 209.3 NP/07/335 and 336 Extension and loft conversion at 34 Nun Street – it was RESOLVED to offer COUNCIL SUPPORT given that the changes are not visible as they are to the rear of the building.  
 209.4 NP/07/337 Demolition of existing garage and shed and replace with new garage and link at Bryn y Mor, Berea – it was RESOLVED to offer COUNCIL SUPPORT as this was a renewal of approval of NP/02/393 due to expire 26.9.07.

**Current Application**

- 209.5 NP/07/243 Smoking shelter and 2 new external doors for the City Inn, New Street. Amended plans in Pembrokeshire Coast National Park Authority letter of 25 June 2007 were noted and it was RESOLVED to offer COUNCIL SUPPORT.

**210 Accounts:**

- 210.1 Internal Audit for May 2007 had been successfully completed and was RESOLVED to be accepted.  
 210.2 Accounts for June 2007.

Balances as at 25/06/2007 Premier Account £47039.14 Current Account £34354.75

ACCOUNTS PRESENTED FOR PAYMENT (ALREADY PAID)

Win Sun Intl Ltd	110.45
Penstar Process Ltd	211.50
Peter Lavin	612.00
Robert Mills	50.00
The Consortium	141.24
Peter Lavin	415.50
Thomas Fattorini Ltd	1912.91
PMR Ltd	112.59
Bissmire Fudge Ltd	176.88
D C Menday	1185.25
P L Evans	200.75
Peter Lavin	455.95

ACCOUNTS PRESENTED FOR PAYMENT (TO BE PAID)

Tovey and James Ltd	998.75
Old Cross Hotel	751.25
Dilwyn Page	2056.25
Dilwyn Page	341.92
J Phillips	174.24
P Lavin	516.15
HM Customs and Revenue	1281.30
HM Customs and Excise	2099.55
Crucial Technology	49.34
PMR Ltd	112.59

INCOME (01/04/07to 25/06/07)  
 £59257.98  
 (Car Park £42610 Hall £2431)

EXPENDITURE (01/04/07to 25/06/07)  
 £63374.03  
 (Admin £12393 Car Park £9084 Hall £6568)

DONATIONS FROM 01/04/07)

Dyfed Powys Police Auth	250.00
Withybush 87.7FM	50.00
Celtic Coaster	1000.00

Financial provisions: Whitesands Shop tenancy Bond £500: Croeswdig tenancy bond £500: Provision for grass cutting £2000 – Total £3000.

210.3 Permission to pay the accounts was RESOLVED to be granted.

**Mayor’s Business:**

- 211 Celtic Coaster amended service, with the vehicle going through Porth y Twr. Concerns had been expressed by some drivers about the access difficulties of this route and it was agreed to monitor the situation and note the matter to Pembrokeshire County Council /Greenways.
- 212 Mrs Edna Morgans whose 100<sup>th</sup> Birthday was coming in August – it was RESOLVED to send a card of congratulations and a bouquet on her special day.
- 213 Repair of large Welsh Flag that had damaged edges were RESOLVED to be undertaken.
- 214 Civic Service the Mayor offered her thanks to members for their support at the Service on the previous Sunday.

There being no further business the meeting closed at 9.20pm

Signed .....  
 Chair

Date.....

**Minutes of the Second Meeting of the Month on Monday 23 July 2007 in the Council Chamber at 7.00pm.**

**215 Apologies for Absence:** FT Godkin, BT Price and S.Williams.

**216 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 - J George declared as a member of the Pembrokeshire Coast National Park Authority.

**217 City Hall Phase 2** with apologies having been received from P Howe of Pembrokeshire County Council, the matter was deferred until the next meeting

**Matters arising since the July Monthly Meeting:****218 St Justinians:**

218.1 Next Step - it was RESOLVED to hold a meeting on 10 and 11<sup>th</sup> September of key stakeholders to consider parking and related concerns and to invite Mr N Wheeler (Chief Executive) and Cllr S Hancock (Chair), Pembrokeshire Coast National Park Authority, Mr D Thomas of Pembrokeshire County Council, representatives of Porthstinian Boat Owner's Association and Mr J Price as owner of the present car park field to attend at 10am in the City Council Chamber.

218.2 View of the City Council – discussion followed on parking options and after consulting each member, it was RESOLVED to pursue parking in the area preferably in the RNLI field but in the Chapel field as a second choice.

218.3 Covenants on the RNLI field – it was RESOLVED to write to the covenant holders, Mr W Hall and The National Trust, to obtain their current view on the prospects for parking in the RNLI field.

218.4 Welsh Assembly Government's Department for the Economy and Transport letter of 2 July 2007 – it was RESOLVED to reply noting that contrary to the comment made that no solution had been received.

218.5 Report of Meeting of Mayor, Deputy Mayor and J Braby with J Price on 11 July 2007, the meeting notes were RESOLVED to be received and the following points agreed to be taken forward.

218.5.1 Future changes at the Life Boat Station – it was RESOLVED to write to the RNLI:-

218.5.1.1 Asking that the City Council be kept up to date with any progress on the new lifeboat station particularly in regard to any impact on local Porthstinian Boat Owners.

218.5.1.2 To express an interest in principle of the City Council continuing the future use of the old boat house, which currently houses the inshore rescue boat, as a community asset.

218.5.2 Access - it was RESOLVED not to write to Pembrokeshire Coast National Park Authority regarding access queries following previously considered advice. M Gray declared a personal interest and it was agreed to write to J Price to confirm this matter.

218.5.3 Other Non-St Justinians Matters:

218.5.3.1 Trehenlliw - it was reported from the meeting that local businesses on the farm site have been told to cease their activities and operations by Pembrokeshire Coast National Park Authority due to a lack of planning permission. There was a lack of clarity on this matter but serious concern for the local businesses on the site. J George commented on advice he had received from the National Park Authority's Development Control Officers that as the site was not in a hamlet such development was not in accordance with planning policy. He agreed to take the matter further and it was RESOLVED to write to Pembrokeshire Coast National Park Authority as the potential loss of the local garage and other businesses would be vigorously opposed.

218.5.3.2 Ten Year Plan – it was agreed that there was a need to obtain further information to support the next plan and to ensure public awareness of its importance.

**219 Minor works** - Permission to go to tender for a new stone utility housing to replace the deteriorating wooden box on the Cross Square was RESOLVED to be granted. It was noted that the Pembrokeshire County Council rubbish bin located at the top of the Square affected the appearance and could be relocated.

**220** Staff Performance review – The notes of the Staff Performance Review committee meeting of 9 July 2007 were RESOLVED to be accepted and the following matters were to be taken forward:-

- 220.1 Handy man - it was RESOLVED not to employ a ‘handyman’ but to continue to use local self employed services for the work outstanding. It was acknowledged that it can be difficult to find contractors and that jobs needed resolving as early as possible to minimise the requirement for major repairs.
- 220.2 Assistant Clerk – Prospect of having additional clerical support to assist with clerical duties and to cover the role of the clerk when he is not present for any reason, was discussed as well as the need to plan for the longer term future. It was RESOLVED to ask the Clerk and Responsible Finance Officer to prepare a discussion paper.
- 220.3 Increases to rates of pay, to be back dated to 1 April 2007 were confirmed as:-
  - 220.3.1 Clerk to be increased from Spinal Column Point (SCP) 20 to SCP 22.
  - 220.3.2 Responsible Financial Officer to be increased from SCP 16 to SCP 18.

**Correspondence:**

**221** Changes to Emergency Dental Service – notification was RESOLVED to be received.

**222** Wales Rural Observatory – Letter received 13 July 2007 on Rural Services and Questionnaire was noted and it was RESOLVED that the Clerk should reply.

**223** Pembrokeshire County Council letter of 11 July 2007 - No Smoking in Bus Shelters and bi-lingual sign for placing on site was noted and a sign was being displayed.

- 223.1 Bus Shelter - It was also noted that the bus shelter is used for overnight sleeping and the possibility of locking the shelter was to be investigated.

**Clerk’s Business**

**224** Pembrokeshire Coast National Park Authority – Lack of local event information at the Tourist Information Centre was noted.

**225** Whitesands - Request from the Senior Ranger for storage of beach wheelchairs for the disabled, as they cannot be stored with beach sun loungers, was noted and the possibility of using the Surf Life Saving Building or Car Park Attendant’s hut was to be investigated.

**226** Police Matters:-

- 226.1 Informal Request from Fishguard and Goodwick Town Council over the possibility of sharing the funding of an additional Police Community Support Officer. Clerk advised that the Police would provide 50% funding of £13,441 per full time post or £6720 for a part-time 18.5h /week post. It was RESOLVED to clarify the powers and duties of PCSO’s and to note that any contribution would need to be reflected by the presence of the officer in St Davids.

- 226.2 Neighbourhood Policing Forum – next meeting is on Wednesday 25 July 7pm in the City Hall.

**227** Amenity Grass cutting.

Recent damage to the safe surface in the New Street play area where mowers on the uneven surface had left trip hazards that were not reported by the Pembrokeshire County Council grass cutting staff was of concern. The Clerk had ascertained that substantial cuts in funding of the amenity grass cutting service were affecting both the play areas, the Pen y Garn and the Bryn Teg grassed areas as well as the approaches to St Davids. It was RESOLVED to present the situation to Pembrokeshire County Council and to utilise funds it retains for such maintenance work to improve the grass in the play area especially the removal of cuttings.

**228** Christmas Street Lighting

- 228.1 Supply - Further to a meeting and demonstration of 24v LED street lighting by Messrs LITE on 19 July, the advantages of long life, robust polycarbonate 0.48w lamps and low power consumption were noted and given that replacement of the existing festoon lighting and associated support system had been agreed it was RESOLVED to seek costs of LED based designs with stainless steel catenary wire and tensioners.

It was noted that designs allowed replacement of LED bulbs and a single lamp failure did not switch off a whole string of lights. Low voltage was achieved by small transformers that would be housed in each electrical supply box.

- 228.2 Erection - Given the increasing technical and safety requirements for the display, such as anchor point pull testing, it was RESOLVED to seek tenders for the erection of the display lighting by approved contractors. Given that the time available for approval would be limited by the summer recess it was RESOLVED that the tenders for

supply and erection be considered by the members comprising the Christmas Street Lighting Group and delegated powers were RESOLVED to be granted to enable the work to proceed to meet the 1 December switch on date.

228.3 Electrical Connection Dependent on the design selected, it was RESOLVED to upgrade all electrical supply points to have plug connections for the new lighting arrangement.

228.4 Options considered included:-

- 228.4.1 Information was being obtained regarding the possibility of hiring the display over say a 5 year period in order to spread costs.
- 228.4.2 Leaving some displays up all the time for use during the year, apart from Cross Square was noted.
- 228.4.3 Additional lighting for front of hall to be assessed.
- 228.4.4 Additional tree or lighting in front of Memorial Hall to be assessed.

Council would continue to liaise with the Christmas Tree Association on progress and seek funding from local businesses to assist with the overall cost.

**Planning:**

Current Plan

229 NP/07/324 Re-siting and reconstruction of existing house with additions to rear (amendments to NP/05/473) at Bank Farm, Trelerw – it was RESOLVED to confirm that the reason for not supporting the application was because the building was not a replacement and was not in keeping.

New Applications:

230 07/0366/PA Dwelling and garage on land to rear of the Old School House, Carnhedryn - RESOLVED to offer COUNCIL SUPPORT.

231 NP/07/013/gdo24 One stay anchor and stay wire (ref SA137678) at Hedgebank at Feidr Pant y Bryn – it was RESOLVED to offer COUNCIL SUPPORT.

232 NP/07/364 Renovation and extension at Porthclais Farm – it was RESOLVED to offer COUNCIL SUPPORT as the development was within the footprint of the existing building and was generally in keeping with the area.

**Finance**

233 Interim Accounts – it was RESOLVED to grant permission to pay the following invoices:-

Shelter Cymru	50.00
Peter Lavin	569.85
Peter Lavin	592.11
Jewson Ltd	164.38
SLCC	135.00
BT Internet	106.87
Brady Corp Ltd	47.12
British Gas	45.71
Peter Lavin	761.40
Swalec	421.49
Mathias Hardware	33.77

**Any Other Business:**

234 Market stalls – St.Davids Peninsula Tourist Association had kindly offered £1500 to purchase market stalls with canopies that included the association’s name as sponsors.

235 Whitesands – it was noted that numerous dogs go on the beach, especially in the evening, and remain a nuisance; the Dog Warden Service was to be advised of the situation.

236 Sports Facilities – it was RESOLVED to seek further information to ensure a report from Pembrokeshire County Council for the September meeting.

There being no further business the meeting closed at 8.40pm

Signed .....  
Chair

Date.....

**Minutes of an ‘In Committee’ Meeting regarding Christmas Street Lighting on Friday 24 August 2007 in the Council Chamber at 7.00pm.**

**Present** MGD James as Mayor in the Chair, DJO Chant Deputy-Mayor and JW Braby with PL Evans (Responsible Finance Officer) and DC Menday (Clerk).

**237 Apologies for Absence:** MC Gray, DJH George.

**238** It was RESOLVED that in view of the confidential nature of the business to be transacted, it was in the public interest that the press and public be temporarily excluded. (Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

**Christmas Street Lighting Tenders**

**239** Further to minute 228.2 of the meeting on 23 July 2007, the group met with delegated powers to accept a tender in order that the Christmas Street Lighting could be ordered.

There being no further business the meeting came out of ‘Committee’ and closed at 1.55pm.

Signed .....  
Chair

Date.....