

Minutes of the Monthly Meeting of the Council on Monday 4th July 2016 in the Council Chamber at 7.00pm

Present: Deputy Mayor BT Price, DJO Chant, ES Evans, DJH George, MC Gray, MGD James, FD John, JG Lloyd, S Williams with CH Gray (Clerk) and PL Evans (Responsible Finance Officer).

148 Apologies for Absence: Mayor CT Taylor (injury), DB Halse (family commitment).

149 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.

149.1 Cllr Price declared a prejudicial interest in relation to Item 161 and left the Council Chamber while the item was discussed.

149.2 Cllr Evans declared a prejudicial interest in relation to Item 167.

150 Confirmation of Minutes for:-

150.1 The Council Monthly Meeting on Monday 6th June 2016 were RESOLVED to be approved.

150.2 The "In Committee" Minutes for the Second Meeting of the Month on Monday 6th June 2016 were RESOLVED to be approved.

150.3 The Second Meeting of the Month on Monday 20th June 2016 were RESOLVED to be approved.

Matters Arising

151 SKATE PARK PETITION

151.1 Members were joined by Rowan Peterson who was actively petitioning for the installation of a skate park in St Davids. Mr Peterson informed members that he and his contemporaries would ideally like to see a skate park located in the centre of St Davids, preferably constructed from Rhino equipment similar to the facility in Johnston. Mr Peterson suggested that a Skate Group could be established with the aim of holding fundraising activities and obtaining sponsorship to help towards the cost of building the park. It was RESOLVED that the Clerk would obtain product information form Rhino Ramps and that Mr Peterson would produce a design template in time for the following Council meeting on 18th July 2016. It was further RESOLVED that the Clerk would contact Johnston Community Council and arrange a site visit to Johnstn skate park.

151.2 Funding options - Sinead Henahan e-mail of 29th June 2016 advising that funding may be available through Planed was received and it was RESOLVED to invite Ms Henahan to the following Council meeting on 18th July 2016.

152 CITY HALL

152.1 Youth Club

152.1.1 Members were joined by Mr Wes Spees of WA Architects. WA Architects report was received. it was RESOLVED to obtain tender quotes for Option 2 and Option 3 as contained in the report together with a third option (both with and without the tea point) which would see the gents toilets converted into storage, the female toilets converted into a single unisex toilets with the 2 existing sinks removed and replaced with single hand basin in the place of one of the existing toilets. Access to the toilet was to be relocated to the rear side of the drop in area.

152.1.2 Cllr James provided members with a report following a meeting with Kevin Williams and David Walker on 23rd June 2016, a copy of which is attached to these minutes. It was RESOLVED that the Council would not pay £68 per session for the

Youth Club to use the Sports Hall but would pay £10 per session for the Scout Hut to be used if/when the City Hall was unavailable.

- 152.2 Stage curtains - the Clerk reported that she was still awaiting a report following a site visit by Mr Andrew Sturley of Torch Theatre's technical department.
- 152.3 Library - George Edwards, Libraries Operations Manager at Pembrokeshire County Council e-mail of 4th July 2016 confirming that the County Council would pay for redecorating the library was received.
- 153** POST BOX AT COCHYN ROWND Mike Jones e-mail of 1st July 2016 confirming that the post box would be installed as soon as Royal Mail received consent from the utility suppliers was received.
- 154** WAUNFAWR
- 154.1 The Clerk reported that no further correspondence had been received to date from Committee Members of St Davids Rugby Club following meeting of 20th June.
- 154.2 Kirstie-Anne Donoghue e-mail of 30th June 2016 confirming her comments were observations (*as opposed to legal obligations*) was received.
- 154.3 Rob Hamer e-mail of 1st July 2016 advising that the cost of constructing a footway on the west side of the B4583 would be approximately £16,000.
- 155** MEMORIAL PLAYING FIELD
- 155.1 Replacement tractor Springer in toddler area - the Clerk reported that £775.15 had been sourced from Pembrokeshire County Council towards the cost.
- 155.2 Additional equipment and benches - the Clerk reported that she was still awaiting a visit from the Playground Inspector at Pembrokeshire County Council.
- 156** WHITESANDS Questionnaires.
- 156.1 Copy extract of Minute 540.2 taken on 7th March 2016, *Following a meeting in the Grove Hotel on Friday 4th March 2016 it was RESOLVED that the City Council would not become involved in a Management Team at Whitesands.*
- 156.2 Jecelyn Benjer e-mail of 22nd June 2016 was received.
- 157** ST DAVIDS MARKET
- 157.1 Erection and dismantling of stalls on weekly basis. Emrys Llewellyn e-mail of 29th June 2016 advising that the cost of County Council operatives undertaking the work would be £253.10 per week was received. It was RESOLVED to contract Mr Idwal Phillips to erect and dismantle the stalls at a weekly rate of £40.
- 157.2 Music & Art Festival. Raul Speek e-mail of 28th June 2016. It was RESOLVED to offer the market traders the opportunity to trade on Friday 29th July in addition to Thursday 28th July at the standard rate.
- 158** PLAYWALES the Clerk reported that she was still awaiting information from Playwales confirming the range of activities planned to take place.
- 159** STAFF APPRAISALS Dates for staff appraisals were as follows:
- 159.1 J Phillips - defer until back at work as Mr Phillips is currently on sick leave.
- 159.2 P Evans - defer until 2017 as a late appraisal was held in December 2015.
- 159.3 H Gray - due to take place on 11th July 2016.

160 TRAFFIC MATTERS

160.1 Ben Blake letter of 15th June 2016 proposing to amend the following waiting restrictions was received and all RESOLVED to be approved:

New Street (opposite Supermarket) –

Reduce the overall length of the 1hr limited waiting bay (8 metres) near the access to the playground to improve visibility for pedestrians crossing at this point.

New Street (o/s Nos 16/18) –

Following the relocation of the Post Office the two space disabled bay is no longer considered justified. Proposal is to reduce to a single bay allowing the shared use bay to be extended.

Catherine Street (region of No.16) –

Introduction of no waiting at any time restrictions along the front of No.16 to improve traffic flow and road safety in the region of the bend and junction.

160.2 It was further RESOLVED to request a formal update regarding all outstanding traffic matters previously discussed with Mr Blake during a site visit in March 2016.

160.3 Dorian Williams e-mail of 23rd June 2016 advising that a trunk road sign would need to be approved by the South Wales trunk road agency was received and it was RESOLVED that the City Council would be prepared to cover the cost of installation, subject to confirmation.

161 ST JUSTINIANS

161.1 Toilet provision - the Responsible Finance Officer reported that a cheque had been received from PBOA for £2225.00. It was RESOLVED to thank the PBOA for their contribution as well to advise them that as the amount was less than originally requested it would mean that the toilets would be removed on the 2nd September rather than 30th September as originally planned. The City Council considered that September could often continue to be a busy month in relation to tourism and recommended that in order to avoid criticism for a lack of facilities at St Justininas, 2 of the toilets should remain in situ until the end of September which would require an additional contribution of £608.80 from the PBOA.

161.2 PCF meeting 5th July 2016 - Jodie McGregor e-mail of 28th June 2016 containing minutes of the meeting was received.

162 NEWGALE Emyr Williams e-mail of 24th June 2016 containing the Newgale Adaptation Plan Actions was received.

Accounts

163 The Responsible Finance Officer reported that the Internal Audit for May 2016 had been completed successfully.

164 Accounts for June 2016.

INCOME AND EXPENDITURE JUNE 2016				
Balance as at 29/06/2016		£		
	Current A/c	212146.43		
INCOME	Car Park	26956.00		
	City Hall	2045.41		
	Cafe	1821.92		
	Donation re party	2.50		
	Contrib re reception	275.00		
	Market stalls	540.00		
	Boat Owners	2225.00		
	Total	33865.83		
	LGA 1972 SEC137 for 2016/17 is £10840		LGA 1972 Sec 214 Cemetery	
	Last month's donations	100	Total donated 2016/17	Nil
	2016/17 total	1300		
	Balance available	9540		
PAYMENTS		£		
	Admin	1622.40	Salaries: Clerk & RFO	
		90.16	NIC & IT	
		35.00	Internet/telephone	
		920.00	Computer service	
		1275.00	Printing newsletter	
	Whitesands	4413.40	Mayor's reception	
			Attendant's commission	
	Playground	120.00	Fencing repairs	
	Hall & House	330.70	Caretaker's salary	
		196.77	Heat & light	
		18.32	Stationery & plants	
		7730.40	D/D Boiler service etc	
		75.00	Tony Morris Ltd (Fire doors & openers)	
	Mayor's Expenses	109.85	Carpet tiles (Siop y Bobol)	
	St Justinians	852.88	Travel	
	Miscellaneous	151.00	Toilet hire & cleaning	
		90.16	Subscription	
		38.08	Phone	
		988.00	Stationery	
		65.58	PCC (3 properties)	
		218.55	Dwr Cymru -(2props)	
	Total	19341.25	Queen's birthday party	
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Finance**165 DONATIONS**165.1 Donation Request

165.1.1 Shelter Cymru letter of 25th May 2016. It was RESOLVED to donate £50.

Correspondence:

166 PCNPA e-mail of 31st May 2016 Community & Town Council Information Packs was received.

167 Cath Ranson & Martina Dunne letter (not dated) SPG - Planning Obligations. The City Council was granted an extension to respond by 12th July 2016. It was RESOLVED to defer the item to a subsequent meeting on 11th July 2016.

168 Tracy Wornham e-mail of 20th June 2016 Seagull proof bags was received and it was RESOLVED that the City Council would take part in the scheme.

169 Lorna Livock e-mail of 20th June 2016 Pembrokeshire Funding Portal was received.

170 Sinead Henehan e-mail of 20th June 2016 Coastal Communities Fund was received and it was RESOLVED that the Clerk would submit a corporate response on behalf of the City Council.

171 Arwain Sir Benfro e-mail of 21st June 2016 Invitation to launch of action group was received.

172 Reports from Members representing the Council:-

172.1 St Davids Carnival Association. Cllr Evans reported that the Carnival and Rose Queen's childrens' disco would be held at 6.30pm in the Rugby Club and Councillors were welcome to attend

172.2 St Davids Christmas Tree Association. Nothing to report.

172.3 St Davids Day Celebration Group. Nothing to report.

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

172.5 St Davids Peninsula Tourist Association. Nothing to report.

172.6 Porthclais Harbour Authority Cllr John reported that a meeting was due to take place on Tuesday 5th July and that TYF were sponsoring a children's fun day at the harbour on 25th July with a harbour party taking place on 29th July,

172.7 St Davids - Matsieng Lesotho Link. Nothing to report.

172.8 Youth Drop In. Nothing to report further to Item 152.2.

172.9 Ysgol Bro Dewi Governor. Nothing to report.

172.10 Planed Community Forum. Nothing to report.

172.11 Porthstinan Boat Owners Association. Nothing to report further to Item 161.

172.12 Porthmawr Surf Life Saving Club. Cllr Gray reported that he had attended a recent meeting of the Club and confirmed that the youth section were doing incredibly well.

172.13 Community Land Trust. Cllr Evans reported that the Trust had recently been granted a loan of £153,000 by Pembrokeshire County Council to cover the cost of the planning application.

173 Mayor's engagements: The Deputy Mayor confirmed that she would endeavour to attend all of the events that the Mayor had accepted invitations to. In the event that Cllr Price was unable to accept an invitation, other Council members would rally round to ensure that the City Council was represented whenever possible.

Planning:

174 NP/16/0337 Single story side extension at 22 Maes Yr Hedydd, SA62 6QW. 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 8.55pm

Signed
Chair

Date

Minutes of the Second Meeting of the Council on Monday 11th July 2016 in the Council Chamber at 7.00pm

Present: Deputy Mayor BT Price, DJO Chant, DJH George, MC Gray, MGD James, FD John, JG Lloyd, S Williams with CH Gray (Clerk).

175 Apologies for Absence: Mayor CT Taylor (injury), ES Evans (prejudicial interest) DB Halse (family commitment) and PL Evans (Responsible Finance Officer).

176 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.

Matters Arising

177 PLANNING Cath Ranson, Development Plans and Conservation Manager at Pembrokeshire County Council & Martina Dunne, Head of Park Direction at Pembrokeshire Coast National Park Authority, letter (not dated) Supplementary Planning Guidance - Planning Obligations. The following changes to the contribution thresholds and viability testing, together with obligations relating to Section 106 monies were particularly noted by members:

- The draft Supplementary Planning Guidance has raised the threshold for development from which certain contributions will be sought as a result of the Community Infrastructure Levy Regulations pooling restriction. A higher threshold in terms of dwelling numbers has been set for a range of contributions, in order to maximise the value of such contributions to Pembrokeshire.
- For small developments (under 5 dwellings) the draft Supplementary Planning Guidance establishes that the only type of contribution sought will be for Affordable Housing and potentially for biodiversity provision such as replacement tree provision (if a tree loss cannot be mitigated by the developer through replacement on site).
- For residential development highways contributions will be sought on all schemes of 5 or more dwellings. Highway contributions will be sought on all non-residential development where a need is generated. No floorspace threshold is established because even developments with a relatively small floorspace may generate significant traffic levels which require contributions.
- For residential developments of 10 or over dwellings a contribution will be sought for offsite open space, where no existing adequate open space to serve the development exists in the vicinity. Onsite open space contributions relating to different types of open space will be sought on developments of over 33 dwellings.
- No minimum threshold is set for public art or biodiversity requirements; instead an assessment will be made on a case by case basis. As part of the biodiversity contributions, the draft Supplementary Planning Guidance proposes implementing a tree replacement contribution. This approach encourages the replacement of any trees removed on site by a developer, however in cases where a developer cannot replant a tree on a development site, a contribution is sought for the Council to plant such a replacement tree or trees in the local area.

- Developments of over 20 dwellings will be required to support a contribution towards education facilities, public libraries and other community facilities where a need is demonstrated.
- The County Council and the National Park Authority recognise that in some cases issues of viability may mean that not all of the demands created by a development can be met fully. The Authorities are keen to ensure that the requirements of a Planning Obligation do not unreasonably stifle or prevent development.
- Section 106 Agreements will specify that all contributions will be used for a stated purpose. Where this has not been achieved within 5 years of being paid, the monies will be re-funded at a level that takes into account loss of interest over that time.
- Annual updates containing details of Section 106 monies received, held and spent by both Authorities, will be produced and made available on the Council's website.

Having fully considered the many amendments and improvements contained in the draft guidance documents, St Davids City Council unanimously RESOLVED to support the adoption of the Planning Obligations SPG.

There being no further business the meeting closed at 7.30pm

Signed
Chair

Date

Minutes of the Third Meeting of the month on Monday 18th July 2016 in the Council Chamber at 7.00pm

Present: Deputy Mayor BT Price, DJO Chant, ES Evans, DB Halse, MGD James, FD John, JG Lloyd, S Williams with CH Gray (Clerk) and PL Evans (Responsible Finance Officer).

178 Apologies for Absence: Mayor CT Taylor (injury), DJH George (family commitment) and MC Gray (family commitment).

179 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.

Matters Arising

180 SKATEPARK

- 180.1 Grant funding. Members were joined by Ms Sinead Henahan, Community Safety, Poverty and Regeneration Officer at Pembrokeshire County Council, to discuss possible options. Ms Henahan advised the Council that the first priority was to secure a location that was both safe for users of the skate park and not opposed by local residents. Once a location had been determined a Skate Park Association could be established to both apply for grant funding and to organise fund raising events, possibly with representatives of the City Council as members. Public liability insurance and the cost of maintenance were also financial commitments to be considered. It was RESOLVED that the City Council would make enquiries with Pembrokeshire County Council as to the possibility of installing a skate park adjacent to the play ground in Bryn Teg, and next to the Sports Hall at Ysgol Dewi Sant. Should a site become available, Ms Henahan advised that full public consultation with local residents be the following priority
- 180.2 Site visit to Johnston skate park and meet with community councillors. The Clerk reported that Johnston CC were on summer recess that she was still awaiting confirmation of a date.
- 180.3 Equipment - information regarding Rhino Ramps was submitted by the Clerk together with a provisional skate park design by Mr Rowan Peterson, a copy of which is attached to these minutes. It was estimated that the total cost for the construction of the design was approximately £30,000.

181 WAUNFAWR It was RESOLVED that the City Council would install the outdoor equipment on the Waunfawr site with no designated routes of access over land owned by the Rugby club, subject to confirmation of the exact location upon advice provided by a dedicated safety officer from Pembrokeshire County Council or a representative of Haggs Playground Equipment.

182 CITY HALL

- 182.1 Disabled access toilets. Cllr James e-mail of 10th July 2016 regarding the lack of access to the disabled toilets was received and it was RESOLVED that hirers of the Memorial Hall would be given a key to the City Hall in order to access the toilets and that they (the users of the Memorial Hall) would be responsible for any loss or damage to the property of exhibitors hiring the City Hall.
- 182.2 Stage curtains. The Clerk reported that still no correspondence had been received from Torch Theatre to date. It was RESOLVED to make enquiries with Theatre Mwldan.
- 182.3 Library Volunteers. George Edwards e-mail of 11th July 2016 advising that volunteer library assistants would be in place until 3rd September was received.
- 182.4 Entrance doors. The Clerk reported that she had been informed by Mrs Jacqui Phillips that one of the arts exhibitors had complained at the front doors being closed. it was RESOLVED that the front doors would remain closed in line with fire regulations and that no advertisement posters were to be displayed on the glass.

- 183** YOUTH CLUB Liz Griffiths e-mail of 12th July 2016 confirming that the Youth Club would reconvene on 22nd September was received.
- 184** MEMORIAL PLAYING FIELD
- 184.1 Additional equipment & benches. Trevor Price e-mail of 6th July 2016 advising that there is little scope for additional equipment; however additional benches could be situated along the chain link fence was received. It was RESOLVED to place an advert for memorial benches in the next City News.
- 184.2 PlayWales sustainable play day. Please Damian Golden e-mail of 13th July 2016.
- 185** CASUAL VACANCY The Clerk reported that no petition for a by-election had been received by the Elections Office consequently the City Council could enter into co-option proceedings. It was RESOLVED to formally advertise to co-opt a new member at the monthly meeting of the council on Monday 5th September.
- 186** TRUNK ROAD SIGN The Clerk reported that she was awaiting a written response from the Trunk Road Agency.

Finance:

- 187** EXTERNAL AUDIT The Responsible Finance Officer reported that no correspondence had been received from the auditor to date.
- 188** STAFF PENSIONS The Responsible Finance Officer reported that he had made enquiries regarding the Council's obligation to provide a staff pension for the Clerk. Mr Evans informed members that he had advised the Clerk that his recommendation was to opt into the government pension scheme. The Clerk confirmed that she was satisfied with the advice provided by the RFO and it was RESOLVED to support the implementation of the scheme. It was further RESOLVED that the RFO would provide members with a report of the City Council's financial obligations in relation to the pension scheme.

Correspondence:

- 189** Tracy John e-mail of 3rd July 2016 Requesting that RNLI Correspondence could be sent to the City Council was received and it was RESOLVED to support the request.
- 190** Grayham Passmore e-mail of 13th July 2016 Request a donation on behalf of International Air cadet Exchange. It was RESOLVED to donate £100.

Any other business: The following items were to be included for discussion at the following meeting of the City Council on 5th September 2016.

- 191** NP/16/346 To regularise long established existing lawful campsite and toilet block at Whitesands, SA62 6PS. (Application received on 18th July 2016).
- 192** Resurfacing the road to Feidr Pant Y Bryn - Cllr Chant.
- 193** Trees in the Memorial Garden - Cllr Williams.
- 194** Cyclists travelling against one way traffic along New street to the rear of TYF.

There being no further business the meeting closed at 8.30pm

Signed

Chair

Date