

**Minutes of the Monthly Meeting of the Council on Monday 5th October 2015 in the Council Chamber at 7.00pm**

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

Also present County Councilor DB Lloyd.

**287 Apologies for Absence:**

**288 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.

**289 Confirmation of Minutes for:-**

- 289.1 The Council Monthly Meeting on Monday 7th September 2015 were RESOLVED to be approved.
- 289.2 The Second Meeting of the Month on Monday 21st September 2015 were RESOLVED to be approved.

**Matters Arising**

**290 EDUCATION**

- 290.1 Statutory Consultation - review of secondary education provision in the mid and north west of Pembrokeshire, Fishguard and St Davids area. Several members attended the public information session at Ysgol Dewi Sant, and thus provided the Council with feedback from the meeting. Cllr Evans informed members that Pembrokeshire County Council intends to maintain some A Level provision at Ysgol Dewi Sant, through the proposed Hub and Spoke model. Cllr Rose explained that due to the proposed closure of Solva school, it was agreed to hold a separate meeting to discuss the future of the school. This is due to take place on Tuesday 20th October 2015 at Solva Memorial Hall. Councillors felt it would be sad to lose the school in Solva, as it is the heart of the community. Discussion of the consultation document was RESOLVED to be deferred to the following meeting of the City Council on Monday 19th October 2015 at 6.30pm.
- 290.2 School Councils - Megan Rees and Ella Evans were elected as representatives for Ysgol Dewi Sant. The Council RESOLVED to complete a progress report on the feedback they received from two pupils of Ysgol Dewi Sant, Lewis Davies and Lauren El Attar (previous representatives), before inviting the two new elected representatives to attend a meeting. It was RESOLVED for the Clerk to look into the possibility of having some park equipment at Waun Fawr for the secondary school pupils.
- 290.3 Cllr Halse informed members that the new school council for Ysgol Bro Dewi had been selected. A Governors meeting was due to take place on Wednesday 14th October 2015. Furthermore, Cllr Halse suggested that members of St Davids City Council should meet with the newly elected school council on the school premises. This was agreed and would now be arranged.

**291 CITY HALL DEVELOPMENTS**

- 291.1 Lighting and technical equipment for stage - the Clerk informed members that Andrew Sturley had agreed to do a demonstration evening on Monday 19th October 2015 at 6pm in the City Hall.
- 291.2 Feedback from site meeting with Wes Spees. The Mayor informed members that the contractors had completed a feasibility study for an ambulant disabled toilet in the Memorial Hall, and a cost was awaited. Cllr Chant informed members that the colour scheme and floor tiles needed to be selected before the end of the month. It was RESOLVED to select the cream speckled tiles for the toilet floor, and a turquoise colour for the entrance lobby. The Mayor was also going to ask the builders about the possibility of parking spaces at the rear of City Hall.

**292 MEMORIAL PLAYING FIELD** The Clerk informed members that Jonathon Bennett had completed painting all the wooden park equipment with wood stain. Rust inhibitor had been applied to the majority of the stainless steel park equipment, followed by several coats of paint. Maintenance to the park is ongoing, and Mr Bennett is due to fix the gate into the toddler's play area. The Clerk further informed members that all the work completed within the park will be photographed, and a written report will be sent to Pembrokeshire County Council in response to

the play area inspection recently undertaken, to confirm that the issues raised from the inspection have been rectified.

The Mayor informed members that Tony Morris and Sons (contractors) had agreed to remove the remaining pole from the four seat carousel. Cllr Gray raised the question of whether the four seat carousel could be reused, rather than disposed of. It was RESOLVED that Cllr Rose would ask the school if they would like to use the four seat carousel for a project. The Responsible Finance Officer further informed members that the grant for the new piece of park equipment had been applied for, and that the new equipment would be ordered in due course.

**293 WHITESANDS** 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.

**294 CHRISTMAS STREET LIGHTS**

294.1 It was RESOLVED to approve the payment of £125 for NRWSWA application (for temporary pole adjacent to New Street).

294.2 Two Christmas overhead street lights and eight sets of icicles - the Clerk informed members that both sets of lights had arrived, and were being stored on the balcony. Furthermore, the Responsible Finance Officer informed members that the invoice for the lights had been paid.

**295 FLORAL DISPLAYS**

295.1 Emma Evans e-mail of 29th September 2015. The Mayor informed members that Pembrokeshire County Council had recently removed the flowers, and weed killer had been sprayed on all the flower beds, and so it was advisable to leave the planting of the winter bulbs for several weeks. The Council RESOLVED to have Audrey James provide and plant the winter bulbs for this year, and to make alternative arrangements next year. Both the Mayor and Cllr Williams reported that different organisations had put forward an interest in maintaining a flower planter. It was RESOLVED to put an advertisement in the St Davids City newsletter requesting volunteers and local groups who would be willing to maintain one flower planter or flower bed.

295.2 Cllr George reported that both entrances to St Davids were looking excellent and commended the Mayor for his hard work in maintaining both areas.

**296 MEETING OF TOWN COUNCIL REPRESENTATIVES** Meeting with Pembrokeshire County Council on 28th September 2015. The purpose of this meeting was to share information on the financial cuts to be imposed on Pembrokeshire County Council over next five years. All services would be affected.

**297 LIBRARY SERVICES** Mike Cavanagh letter of 2nd October 2015 Library sustainability. Report from Cllr Taylor and Cllr Halse. It was RESOLVED to support the proposal, for Pembrokeshire County Council to organise and recruit volunteers to increase the opening hours of the library, and for the City Council to provide funding for an additional 3 hours of staffing costs per week.

**298 PEMBROKESHIRE CARE SOCIETY** Travel warrant scheme. Carolyn Beech e-mail of 28th September 2015 and copy of the travel warrant scheme service level agreement. It was RESOLVED for the Clerk to seek further clarification, as to what work would be involved if the City Council agreed to hold the travel warrants on behalf of the Pembrokeshire Care Society.

**Accounts**

**299** The Responsible Finance Officer reported that the Internal Audit for August 2015 had been completed successfully.

**300** Accounts for September 2015.

INCOME AND EXPENDITURE SEPTEMBER 2015			
<b>Balance as at 28/09/2015</b>		£	
	Current A/c	327763.53	
<b>INCOME</b>	Car Park	21120.00	
	City Hall	2990.44	
	Cafe	2277.40	
	Miscellaneous		
	Market stalls	480.00	
	<b>Total</b>	<b>26867.84</b>	
	LGA 1972 Sec137 for 2014/15 is £10821		LGA 1972 Sec 214 Cemetery
	Last month's donations	200	Total donated 2015/16
	2015/16 total	3822	
	Balance available	6999	
<b>PAYMENTS</b>		£	
	Admin	2812.24	Salaries: Clerk, Assistant & RFO
			VAT
		86.92	Internet/telephone
			Stationery
		359.92	IT repairs inc pay to RFO
		7161.83	Annual insurance renewal+policy re bldg work
	Whitesands	4058.00	Attendant's commission
		327.60	Cafe repairs etc
	Playground		
	Hall & House	364.99	Caretaker's salary
			Heat & light
		18.42	Caretaking supplies
		1491.00	D/D Boiler service etc
		210.00	Hall development payments
			City Hall repairs
	Mayor's Expenses		
	St Justinians	452.64	Toilet hire / cleaning
	Miscellaneous	774.00	PCC re Quickwell toilets
		1380.00	Testing re Xmas lighting
		200.00	Refund re Solva Edge Festival
		970.00	PCC (3 properties)
		114.91	Dwr Cymru -(2props)
		1092.50	Printing newsletter
	<b>Total</b>	<b>21874.97</b>	
Minutes 2015 / 2016		56	

**301 DONATIONS**301.1 REQUESTS

301.1.1 Llangollen International Music Eisteddfod letter (not dated) was received.

301.2 THANKS

301.2.1 Shelter Cymru letter of 16th September 2015 was received.

301.2.2 Pembrokeshire Citizens Advice Bureau letter of 17th September 2015 was received.

301.2.3 Solva Edge Festival e-mail of 23rd September 2015 was received.

**302 Finance**

302.1 New audit arrangements. Laurie Davies letter of 24th September 2015. The Responsible Finance Officer informed members that the present accountant that does the external audit has now changed and that due to these changes, questions may arise following the audit next year. The Responsible Finance Officer assured members that he would advise the Council of what will need to be done, in order to conform to the new regulations.

302.2 Christmas stocks. It was RESOLVED for the Responsible Finance Officer to order the Christmas supplies.

**Correspondence**

**303** Bridget Farrell letter of 15th September and e-mail of 29th September 2015 Invitation to be interviewed for the Civic Servants Project. It was RESOLVED to acknowledge both the letter and e-mail, and to inform Mrs Farrell, that unfortunately the Mayor is not in a position to be interviewed.

**304** Christopher Sandamas letter of 25th September 2015 Letter of thanks from the Queen was received.

**305** Angie Darlington letter of September 2015 New Mental Health Project Group. It was RESOLVED to write a response to the letter.

**306** Mind Pembrokeshire letter of September 2015 Information, facts and figures with regard to Mind Pembrokeshire was received.

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

307.1 St Davids Carnival Association. Cllr Rose informed members that once the overall expenditure had been determined, it was anticipated that the money raised from the carnival would be donated to the Co-responder Unit.

307.2 St Davids Christmas Tree Association. Cllr Price informed members that a meeting was held the previous week to discuss the roles and responsibilities of each member. It was RESOLVED that the responsibilities of the Clerk would remain the same as last year. Cllr Price further informed members that a meeting was to be held on Wednesday 4th November at 6.30pm in the Grove Hotel.

307.3 St Davids Day Celebration Group. It was RESOLVED to change the date of the St Davids Day meeting, a meeting would be convened in November.

307.4 St Davids Day Centre for the Elderly. Cllr Williams reported that the Day Centre had their first session in the Memorial Hall, several individuals were unable to attend due to the lack of disabled toilets. Cllr Williams further informed members that there was limited cupboard space which was a concern. It was agreed that the Responsible Finance Officer would arrange for an additional cupboard to be cleared for the Day Centre to use.

307.5 St Davids Eco City Group. Nothing to report.

307.6 St Davids Peninsula Tourist Association. Copy of notes from the St Davids Peninsula Tourist Association meeting of 16th September 2015, received from Cllr Evans.

307.7 Porthclais Harbour Authority. Nothing to report.

307.8 St Davids - Matsieng Lesotho Link. Please see report from Cllr Taylor. Cllr Taylor confirmed that the AGM is to take place on Tuesday 10th November.

307.9 Youth Drop In. Nothing to report. It was RESOLVED for the Clerk to contact Liz Griffiths regarding the temporary venue for St Davids Youth Club.

307.10 Ysgol Bro Dewi Governor. Cllr Halse reported that a meeting had been held the previous week to discuss the reorganisation of the schools. Mrs Sam Vaughan will be drafting a response to the consultation document. Cllr Halse informed members that a Governors meeting was due to take place on Wednesday 14th October 2015 and the confirmed minutes of the summer Governor's meeting will be available for City Councillors to read in the Council Chamber.

- 307.11 Planed Community Forum. Cllr Halse reported that the Memory Cafe had been very successful at the first occasion. Furthermore, Cllr Halse informed members that the Orchard project was going to continue. An Awareness Day was being arranged for February, this would include the Police, Co-Responder and other vital services.
- 307.12 Porthstinan Boat Owners Association. Cllr Chant informed members that he had done the interview with ITV, and that he had emphasised the need to maintain access to the slip, in order for local people to be able to continue running their boat businesses.
- 307.13 Porthmawr Surf Life Saving Club. Cllr Gray reported that the Club were thrilled by all the support the youngsters had received.

### 308 County Councillor's report:

- 308.1 Cllr Lloyd informed the Council that Pembrokeshire County Council were making serious cut backs and that they had recently appointed a consultant to advise them as to how they can make savings over the next five years. A Draft Charter has been published and would be circulated to all town and community Councils in Pembrokeshire. A response would be required by 2nd November 2015.
- 308.2 Cllr Lloyd reported that Headteachers from schools within Pembrokeshire were working together to ensure that the Hub and Spoke model in the consultation document goes ahead.
- 308.3 Cllr Lloyd informed members that an Anti-bullying Initiative was hoped to be implemented in Ysgol Dewi Sant. Staff would be trained so they would be able to follow a protocol and any issues that arose would be diffused immediately. It was proposed to allow the Head boy and Head girl to have a meeting with all pupils, without the presence of staff, to discuss the issue of bullying.
- 308.4 Cllr Lloyd reported that it was proposed schools look at the training needs of their staff and set aside 1% of their annual budget to fund the training they require.

### Planning:

- 309** Thelma Hardman letter regarding planning application NP/15/0365 Removal of condition no.5 of NP/10/141 to allow existing toilet block to be retained and used in conjunction with the caravan and camping site at Porthclais, SA62 6RR. Report from Cllr Halse and Cllr George. It was RESOLVED for the Mayor to respond to the letter.
- 310** NP/15/0503 Erection of garden shed and revised access and car parking layout at 11 St Nons Close, SA62 6RL. The City Council considered that the scale and design of proposal was deemed unlikely to have a detrimental visual and environmental impact on the surrounding area. It was RESOLVED to support the application.
- 311** NP/15/0525 Lime-harling and washing pine end/stack, haunching up rear offset and bedding slates in mortar at Y Bwythyn, Fachelich, SA62 6QL. 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.
- 312** NP/15/0539 New Window in south elevation, gable and external wall insulation to rear extension (south, east and north elevations) at Ty Lucy, Trelerw, SA62 6QR. 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 9.20pm

Signed .....

Chair

Date .....

**Minutes of the Second Monthly Meeting of the Council on Monday 19th October 2015 in the Council Chamber at 6.30pm**

**Present:** Mayor FD John, Deputy Mayor CT Taylor, DJO Chant, ES Evans, DJH George, MC Gray, DB Halse, MGD James, JG Lloyd, S Williams with JE Foster, (Clerk) and PL Evans (Responsible Finance Officer).

Cllr BT Price arrived at 6.45pm

**313 Apologies for Absence:** K Rose (maternity)

**314 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.

314.1 Cllr Price declared a personal interest in relation to Item 331 and 332.

314.2 Cllr Evans declared a personal interest in relation to Item 337.

**Matters Arising**

**315 EDUCATION** Statutory Consultation - review of secondary education provision in the mid and north west of Pembrokeshire, Fishguard and St Davids area. Copy of minutes of the St Davids schools for the future steering group meeting on Monday 5th October 2015. The Council discussed the proposed changes to secondary provision in St Davids as contained in the Statutory Document: which would "*Discontinue Ysgol Dewi Sant, Ysgol Bro Dewi VA and Solva CP School and establish a new 3-16 Church in Wales Voluntary Aided or Voluntary Controlled school; site arrangements to be determined prior to statutory consultation in discussion with the Diocese*". The Council RESOLVED to write its response to the consultation document in the form of a letter. For a summary of the Council's discussion, please see copy of the City Council's response letter attached.

**316 CITY HALL DEVELOPMENTS** Parking bays at rear of the City Hall. The Clerk informed members that Tony Morris and Sons (contractors) had reported, following a site visit, that it would not be feasible to have parking bays at the rear of the City Hall due to the position of the disabled parking bay. Furthermore, the Clerk informed members that the security of the building would be an issue if the work was to proceed.

**317 NEWGALE** Transport planning objections and potential options. The Clerk informed members that a public meeting was to be held on Monday 26th October 2015 at 6.30pm in Solva Memorial Hall. Furthermore, the Clerk informed members that Oli Tuggey had arranged a Newgale Action Steering Group meeting for Thursday 22nd October 2015 at 3.30pm in the Duke, Newgale. Cllr Taylor and Cllr Gray agreed to attend both meetings as representatives of St Davids City Council. Discussion of the Transport planning objections and potential options was RESOLVED to be deferred to the following meeting of the City Council on Monday 2nd November 2015 at 7.00pm.

**318 CHRISTMAS EVENTS**

318.1 **LIGHTING CEREMONY** The Clerk informed members that the Christmas tree had been ordered with Audrey James. Furthermore, the Clerk reported that she had applied to the County Council for both the temporary pole for the Christmas Street lights, and for the road closure for the Christmas Lighting Ceremony.

318.2 **CIVIC RECEPTION** The Responsible Finance Officer informed members that he was in the process of writing the invitations, and requested that Councillors inform him of any new societies, or of any changes to the existing societies. Cllr Taylor proposed that the list of societies was made available to all Councillors in the Council Chamber. It was RESOLVED to contact several interested parties with regard to catering for the buffet, and that Cllr Williams would make the mulled wine as usual.

318.3 **SENIOR CITIZENS' LUNCH** The Responsible Finance Officer informed members that the maximum number of persons that they could cater for was 100. It was RESOLVED to restrict the number of tickets to 90, to allow for the remaining 10 meals to be for the musical entertainers, Councillors and so forth. The Responsible Finance Officer reminded members that the tickets for the lunch would be available in

Siop Y Bobl. It was RESOLVED to advertise the lunch on the City Council facebook page, and to put an advertisement in the newsletter.

- 319 REMEMBRANCE SUNDAY** Andy Icton letters of 2nd and 14th October 2015 and a programme for the Remembrance Sunday Parade were received.
- 320 MEMORIAL PLAYING FIELD** Leigh Wadsworth letter of 14th October 2015 Quotation for new park equipment. The Mayor informed members that he had approached Tony Morris and Sons (contractors) and requested that they remove the pole, leaving it 200mm below the finished surface. It was RESOLVED to purchase the new park equipment. The Responsible Finance Officer informed members that the deadline for applying for the grant funding is 31st October 2015 and the Council would receive a decision from Pembrokeshire County Council subsequent to this date.
- 321 YOUTH CLUB** Liz Griffiths e-mail of 7th October 2015 was received. It was RESOLVED to contact Liz Griffiths in January with regard to the venue for the St Davids Youth Club.
- 322 LIBRARY SERVICES** Mike Cavanagh e-mail of 8th October 2015 Library sustainability. It was RESOLVED to contact Mike and arrange a press release. Furthermore, it was RESOLVED to inform Mike of any local volunteers who put their name forward.
- 323 CITIZENS ADVICE BUREAU** Vicki Skeats e-mail of 13th October 2015. It was RESOLVED to allow the Citizens Advice Bureau to store their 'A' board on the balcony.
- 324 PEMBROKESHIRE CARE SOCIETY** Travel warrant scheme. Kirsty Bell e-mail of 12th October 2015 and copy of travel warrant form. It was RESOLVED to support the Pembrokeshire Care Society, and hold the travels warrants on their behalf.
- 325 PEMBROKESHIRE COAST NATIONAL PARK LOCAL DEVELOPMENT PLAN** Phil Barlow letter of 7th September 2015 review of the PCNP Local Development Plan and an updated list of community facilities within St Davids. It was RESOLVED for the Clerk to update the list community facilities and to send the new list to Phil Barlow.
- 326 ST DAVIDS CITY NEWSLETTER** The Clerk informed members that more volunteers were required to distribute the newsletter. The Council RESOLVED that they would distribute the remaining newsletters themselves.
- 327 DONATIONS**
- 327.1 **REQUESTS**
- 327.1.1 Gerald Miles and Bethan Price e-mails of 13th and 14th of October 2015 respectively St Davids Juniors annual rugby tour to Naas. Cllr Price informed members that she had presented a painting of Ramsey by Richard Hellon, to the Naas Rugby Club when she visited Naas previously. It was RESOLVED for Cllr Gray to engrave a slate with the St Davids City Council crest on, and for Cllr Price to present the slate to the Naas Rugby Club on behalf of the City Council.

### **Correspondence**

- 328** Tegryn Jones copy letter of 25th September 2015 to Stephen Crabb Parking at St Justinians was received.
- 329** Katie-Jo Luxton copy letter of 9th October 2015 to PCNPA Regarding highway access, parking and public facilities at St Justinians was received.
- 330** Susan Sanders e-mail of 12th October 2015 Code of conduct flowchart and copy of flowchart were received.
- 331** Dan Shaw letter of October 2015 Draft Charter between Pembrokeshire County Council and community and town councils and copy of Draft Charter were received and RESOLVED to be acknowledged.

**Planning:**

- 332** NP/15/0534 Replacement play area with wet pour safety surface and 2m high mesh fencing to rear to prevent access to water course by children at Lleithyr Farm Holiday Park, SA62 6PR. The Council considered that the proposal would both encourage tourism and generate employment in the area, and as such would help to sustain the economic and social well being of the local community. Furthermore 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. *(NB This Item is scheduled to be re-discussed at a subsequent meeting of the City Council on Monday 2nd November 2015).*
- 333** NP/15/0542 New garage at Green Meadow, Glasfryn Lane, SA62 6ST. 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.
- 334** NP/15/0563 Signage at Lower Harglodd, SA62 6BX. The Council considered that the proposal would both encourage tourism and generate employment in the area, and as such would help to sustain the economic and social well being of the local community. Furthermore 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.
- 335** C27/C15 Sycamore Tree - Lower the level of the crown by 6-8 feet off the top at 44 Merivale, Goat Street, at SA62 6RQ. It was RESOLVED to support the application.

**Any other business**

- 336** Cllr Chant informed members that the WI had put forward an interest in maintaining a flower planter. It was RESOLVED to put an advertisement in the St Davids City newsletter requesting volunteers and local groups who are willing to maintain one flower planter or flower bed.
- 337** Cllr George informed members that Wolfscastle had won gold and were crowned the winner of the Britain in Bloom (small village category). It was RESOLVED to write a letter of congratulations.

There being no further business the meeting closed at 8.00pm

Signed .....  
Chair

Date .....