

Minutes of the Monthly Meeting of the Council on Monday 2nd September 2013 in the Council Chamber at 7.00pm

The meeting was preceded by presentation from Mr Laurence Harding, Monitoring Officer for Pembrokeshire County Council at 6.30pm in the Council Chamber. Mr Lawrence advised the Council of their powers, duties and responsibilities in particular the nature and implications of declaring either a personal or a prejudicial interest in relation to items on the agenda

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

I03 Apologies for Absence: BT Price and County Cllr DB Lloyd

I04 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.

- 104.1.1 Cllr Evans declared a prejudicial interest in relation to Item 129 and left the Council Chamber while the item was discussed.
- 104.1.2 Cllr Evans declared a personal interest in relation to Item 132.
- 104.1.3 Cllr Taylor declared a prejudicial interest in relation to Item 136 and left the Council Chamber while the item was discussed.

I05 Confirmation of Minutes for:-

- 105.1 The Council Monthly Meeting on Monday 1st July 2013. It was RESOLVED to defer this item to the next monthly meeting.
- 105.2 'In Committee' Minutes of the Council Monthly Meeting on Monday 1st July 2013. It was RESOLVED to defer this item to the next monthly meeting.
- 105.3 The Second meeting of the Council on Monday 15th July 2013. It was RESOLVED to defer this item to the next monthly meeting.
- 105.4 'In Committee' Minutes of the Second Meeting of the Council on Monday 15th July 2013. It was RESOLVED to defer this item to the next monthly meeting.

Matters Arising

I06 PUBLIC TOILETS AT QUICKWELL HILL CAR PARK The Mayor and Deputy Mayor reported that following their meeting with Mr Richard Brown and Mr Jonathon Mills of Pembrokeshire County Council on 29th July 2013 it was proposed that in order to retain the toilets under Pembrokeshire County Council's management the City Council would cover the annual running costs of the toilets subject to confirmation of the accuracy of the cost which is currently listed at £1069. It was RESOLVED to support the proposal and to obtain accurate figures in relation to the running costs as soon as possible.

I07 TRAFFIC MATTERS –

- 107.1.1 HEOL DEWI Following John Price, Traffic Manager of Pembrokeshire county Council letter of 17th July 2013 considering the introduction of a No Waiting At Any Time restriction at opposite the garages adjacent to Nos 24-26 Heol Dewi. It was RESOLVED not to support the proposal,
- 107.2 NUN STREET
 - 107.2.1 Following John Price, Traffic Manager of Pembrokeshire county Council letter of 26th July 2013 advising that it was not possible to introduce a waiting restriction in term time only. It was RESOLVED to request that the single line restriction on the west side of Nun Street opposite Nos 41 – 51 be applicable from 8am-6pm for 12 months of the year.
 - 107.2.2 See Robin Stenham e-mail of 31st July 2013 request for information regarding resident parking permits. It was RESOLVED not to support the request for a resident's parking

permit scheme in Nun Street bit to request that the limited waiting bays operate a 1 hour restriction only from 1st April to 30th September.

- I08 CHRISTMAS PANTOMIME** The Clerk reported that the “Christmas Cracker” show has been booked with Angel Entertainments for Tuesday 17th December 2013 at a cost of £550.
- I09 WI-FI SYSTEM AT ST DAVIDS LIBRARY** Following James Thornley e-mail of 28th August 2013 advising that wi-fi is only installed in libraries open for 30 hours a week it was RESOLVED to investigate the possibility and implications of installing wi-fi in the Council Chamber for use in the library and Memorial Hall.
- I10 REPLACEMENT BENCH AT QUICKWELL HILL** This item being a matter of contract was RESOLVED to be deferred to the end of the meeting when under section 100 (A) of the Local Government Act 1972, it was agreed 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.
- I11 P.A.D.S. AT CITY HALL** The Clerk reported that a defibrillator has been received from the Welsh Ambulance Service and as been installed outside the City Hall. Letters were sent to the Service as well as South Hook LNG and the British Heart Foundation thanking them for the generous donation.
- I12 ANTI SOCIAL BEHAVIOUR AND VANDALISM** The Mayor reported that recent damage was sustained at;
- I12.1.1 Whitesands public toilets.
 - I12.1.2 Whitesands Beach Café. It was RESOLVED to approve a quote from Alcoplan to repair the window and fix the front door at a cost of £836.90 + VAT. It was further RESOLVED to investigate the cost of installing CCTV outside the front of the shop to cover the toilets, shop and car park.
 - I12.1.3 Y Gudel toilets.
- The Mayor reported that the police had been informed on each occasion and spoken to several suspects. NO further information was available at the time.
- I13 CITY HALL** Following Helen Richards, Funding Officer for the Big Lottery e-mail of 6th August 2013 advising that an application for funding is unlikely to succeed it was RESOLVED to hold a meeting on Monday 9th September 2013 at 7pm in the Council Chamber solely to discuss improving the City Hall and its facilities.
- I14 STAFF APPRAISAL FORMS** This item being a matter of contract was RESOLVED to be deferred to the end of the meeting when under section 100 (A) of the Local Government Act 1972, it was agreed that the public and press be excluded from the meeting for this item on the grounds that it involves the likely disclosure of exempt information.

Accounts

I15 The Responsible Finance Officer reported that the Internal Audit for June 2013 was satisfactory.

I16 Accounts for July & August 2013. `

INCOME AND EXPENDITURE JULY 2013			
Balance as at 31st July 2013		£	
	Current A/c	217090.55	
INCOME	Car Park	30705.00	
	City Hall	2224.92	
	Cafe	2277.40	
	St Justinians		
	Miscellaneous		
	Market stalls	585.00	
	Total	35792.32	
	LGA 1972 Sec137 for 2013/14 is £10532		LGA 1972 Sec 214 Cemetery
	Last month's donations		Total donated for 2013/14
	Total donated 2013/14	200	
	Balance available	10332	
PAYMENTS		£	
	Admin	1522.50	Salaries:Clerk & RFO
		64.60	Computer repairs
		690.00	Audit fee
		330.50	Phone and Internet
		162.00	SLCC subscription
		741.00	Civic Buffet
	Whitesands	4955.75	Attendant's commission (5)
		234.72	Cafe repairs
	Hall & House	242.20	Caretaker's salary
		1590.45	Gas/Electricity
		10.80	Caretaker's supplies
		18.51	D/D Boiler service
	Mayor's Expenses		
	St Justinians	540.00	Toilet hire / cleaning
	Miscellaneous	20.00	Prizes (Book tokens)
		193.42	Bank charges
		933.00	PCC (Council tax-3props)
		115.62	Dwr Cymru -(2props)
	Total	12365.07	
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INCOME AND EXPENDITURE AUGUST 2013			
Balance as at 27/08/2013		£	
	Current A/c	241984.49	
INCOME	Car Park	39520.00	
	City Hall	1861.54	
	Cafe	1821.92	
	St Justinians		
	Miscellaneous	250.00	
	Market stalls	585.00	
	Total	44038.46	
	LGA 1972 Sec137 for 2013/14 is £10532		LGA 1972 Sec 214 Cemetery
	Last month's donations	500	Total donated for 2013/14
	Total donated 2013/14	700	
	Balance available	9832	
PAYMENTS		£	
	Admin	1522.30	Salaries:Clerk & RFO
		473.40	Phone and Internet
	Whitesands	5928.00	Attendant's commission (5)
		71.47	Cafe repairs
	Hall & House	424.75	Caretaker's salary
		528.00	House repairs re gas supply
		18.51	D/D Boiler service
	Mayor's Expenses		
	St Justinians	540.00	Toilet hire / cleaning
	Miscellaneous	8875.85	VAT
		193.42	Bank charges
		933.00	PCC (Council tax-3props)
		115.62	Dwr Cymru -(2props)
	Total	19624.32	
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Cllr Chant stated that he felt that the bank charges were excessive. The Responsible Finance Officer reported that the charges related to cash handling and were higher in the summer season due to the amount of change received at Whitesands car park; however the charges were significantly reduced in the winter. It was RESOLVED that the Responsible Finance Officer would investigate the possibility of obtaining a reduction in bank charges with Lloyds TSB.

The accounts were approved and permission to pay was granted.

I 17 Donations

Letters of thanks

I 17.1 Phillips Kohly letter of thanks for the use of Caerfachell Green (not dated). The information was gratefully received.

I 17.2 Lynette Boorman letter of thanks for the use of the Memorial Hall dated 16th July 2013. The information was gratefully received.

Correspondence

I 18 Royal Visit. This item being a matter of contract was RESOLVED to be deferred to the end of the meeting when under section 100 (A) of the Local Government Act 1972, it was agreed 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.

I 19 Llywela Harris e-mail of 15th July 2013 requesting that the grass be mowed at St Non's and requesting any information regarding any planned celebrations for the anniversary of the Welsh-American venture. It was RESOLVED to enquire when the Welsh-American celebration took place. Llywela Harris subsequent e-mail of thanks dated 5th August 2013 relating to the cutting of the grass was received.

I 20 Gerallt Nash letter of 17th July 2013 regarding the proposed conservation of the existing lifeboat station if it is to be decommissioned in the future. The information was received.

I 21 Ceri Morgan, Oriol Y Parc e-mail of 30th July 2013 advising that complaints had been received regarding the ice cream van at St Justinians. The information was RESOLVED to be acknowledged.

I 22 Ben Field, Sport Manager of Pembrokeshire County Council e-mail of 15th July 2013 regarding the Glasgow 2014 Queen's Baton Relay visit to St Davids. Following a meeting with Mr Field the Mayor reported that on 24th May 2014 the Commonwealth baton was due to arrive in St Davids with a relay starting in the Cathedral and finishing at the Sports Centre in Ysgol Dewi Sant. The ambassadors for youth sports at both Ysgol Bro Dewi and Ysgol Dewi Sant would be the relay runners and it was suggested that a choir perform on the Cross Square as the baton passed through the City. The information was well received by the Council with Cllr Evans offering to be part of any working group that would contribute to making the day a success. The Mayor thanked Cllr Evans for her offer of contribution and informed the Council that a site meeting was to be held at some time in October and that a progress report would be given to the Council as soon as was practically possible.

I 23 Open Access Mapping team e-mail of 5th August 2013 informing that a provisional new all Wales map was issued on 7th August 2013. It was RESOLVED that the Clerk would check the record.

I 24 Kim Wingfield e-mail of 5th August 2013 requesting feedback following the Wales Triathlon 2013. It was RESOLVED to inform Ms Wingfield that the event was successful and to suggest that in future it was more widely advertised.

I 25 Dom Ferris e-mail of 13th August 2013 request for permission to conduct a Beach Clean at Whitesands. It was RESOLVED to approve the request.

I 26 Jane Wilson of Pembrokeshire County Council's Licensing Department e-mail of 22nd August 2013 advising that a new premises licence for the RAFA Club had been rejected. The information was received.

I 27 Simon Rees, Public Transport Officer of Pembrokeshire County Council e-mail of 27th August consultation document from the South West Wales Transport Consortia. It was RESOLVED to complete the questionnaire supporting scenario 1.

128 Reports from Members representing the Council:-

- 128.1 PALC Nothing to report.
- 128.2 St Davids Carnival Association. Cllr James reported that the carnival was a success. Cllr Rose reported that the next meeting was to take place on Thursday 5th September at 7pm in the Council Chamber. One of the items to be discussed was the possibility of moving the date in order to capitalise on the amount of visitors in the area on the day of the carnival.
- 128.3 St.Davids Christmas Tree Association. No report.
- 128.4 St.Davids Day Celebration Group. Cllr James reported that the next meeting was to take place on Monday 30th September at 10am in Oriel y Parc.
- 128.5 St Davids Day Centre for the Elderly. Nothing to report.
- 128.6 St Davids Eco City Group. Cllr Rose reported that new members were welcome to join the electric car scheme.
- 128.7 St.Davids Peninsula Tourist Association. Cllr Chant reported that the next meeting was on Wednesday 11th September and the group was still trying to encourage more local traders to become members.
- 128.8 Porthclais Harbour Authority. Cllr John reported that the blessing of the boats ceremony was a success and thanked the Mayor and Consort for attending. Cllr John also reported that TYF recently held a fun day at the harbour that was open to all and that too was a marvellous success with thanks going to TYF for doing a fantastic job.
- 128.9 St.Davids - Matsieng Lesotho Link. Cllr Taylor reported that significant progress was being made in respect of a trip in the Spring of 2014 and he would be in a position to provide a more detailed report at the next meeting.
- 128.10 Youth Drop In. Cllr John reported that there had been no drop in session since the last Council meeting due to the summer holidays. Cllr John also reported that the group would be grateful if the centre could be repainted and it was RESOLVED approve the request and grant permission to pay for the paint.
- 128.11 Ysgol Bro Dewi Governor. Concerns were raised regarding the recent lack of reports and it was RESOLVED to enquire when the governors' meeting was to take place and whether another member of the City Council could offer to attend in Cllr Price's absence.
- 128.12 Planed Community Forum. Cllr Halse reported that the next meeting was to take place on Wednesday 4th September 2013 at 7pm in Oriel Y Parc.

Planning

- 129** 13/0376/PA Change of use, alterations & extension to redundant milking parlour into multi use function venue including car park area, bar and storage area at Cruglas, SA62 6XX. 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.
- 129.1 During discussion of this item it was noted that the building work had commenced prior to submission of the planning application. While support for the application stood it was RESOLVED to obtain advice regarding applications that were essentially retrospective and any planning implications that they may contain.
- 130** NPI3/0368 Single storey conservatory on rear elevation at 49 Maes Dyfed, SA62 6SR. 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.
- 131** NP/13/0310 Installation of 200 ground mounted photovoltaic panels at Porthclais Farm, SA62 6RR. 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.
- 132** NP/13/0244 Agricultural building at Bank Farm, 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.
- 133** NP/13/0370 New residential unit adjacent to 39 Goat Street, SA62 6RF. Owing to the amount of correspondence recently received regarding this application it was RESOLVED to defer this item to a following meeting of the council to take place on 9th September 2013, pending the approval of Pembrokeshire Coast National Park Authority.

- I34** NP/13/0357 1.5 storey dwelling at Plot 2 Meas Elfed, SA62 6QE. See Michela Watts-Evans letter of 19th August 2013 and Pamela Bird letter of 21st August 2013. The Council considered that the upper fenestration to the rear of the property was obtrusive and as such it would have a detrimental impact on the privacy and amenity of the existing adjacent properties. It was **RESOLVED** to refuse to support the application.
- I35** NP/13/0321 Restoration and alteration of listed farmhouse at Rhoscribed, SA62 6RR. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area and would in fact improve the aesthetic appearance of the property. It was **RESOLVED** to support the application.
- I36** NP/13/0363 Refurbishment of shop and part change of use from A1 to A1 and A3 use, subdivision of 1 flat into 2 apartments at 34 High Street, SA62 6SD. 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.

Clerk’s Business

- I37** Date for Emergency Committee follow up meeting. It was **RESOLVED** that the Clerk would obtain a list of available dates for the next monthly meeting of the Council.
- I38** Gas fire at City Hall Flat. The Clerk reported that immediate repair work was recently undertaken by British Gas in the caretaker’s accommodation at a cost of £528.

There being no further business the meeting closed at 9.10pm.

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Chair

Date.....

Minutes of the Second Meeting of the Council on Monday 9th September 2013 in the Council Chamber at 7.00pm

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

I39 Apologies for Absence: MC Gray, BT Price and K Rose

I40 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.

I40.1 Cllr Chant declared a prejudicial interest in relation to Item I46 and left the Council Chamber while the item was discussed.

Matters Arising

I41 NP/13/0370 New residential unit adjacent to 39 Goat Street, SA62 6RF. It was REOSLVED to refuse to support the application **solely** on the grounds that the Council considered the proposed visibility splays to be inadequate and that the location of the proposed entrance and would fail to ensure the safety of vehicles entering and exiting the site as well as the safety of other vehicles travelling along Goat Street.

I42 CITY HALL DEVELOPMENT Improvements to the facilities at he City Hall were discussed in particular the following items:

I42.1 Toilets. It was agreed that the City Hall urgently needed to install disabled access toilet facilities. A range of options were discussed including installing a toilet in the Memorial Hall, upstairs on the balcony as well upgrading the current toilets in the City Hall with the possibility of providing a covered exterior passage to the rear of the building. It was RESOLVED to investigate the practical possibilities / options of installing disabled toilets.

I42.2 Entrance & doors. It was agreed that the entrance and foyer was generally dull and antiquated while the current exterior and interior door design made it difficult to see that an event was taking place in the hall unless they were both fully open resulting in a significant waste of energy to heat the hall. It was RESOLVED that clear glass automatic opening doors would provide the most practical solution. It was further RESOLVED to first enquire whether planning restrictions would affect any new design.

I42.3 Insulation. It was agreed that the building lacked proper insulation again contributing to the energy loss. It was RESOLVED to enquire whether any funding could be available to help with the cost of installing insulation and being more energy efficient.

I42.4 Storage. It was agreed that storage facilities were significantly lacking especially in the drop in centre. It was RESOLVED to look at the storage options available and to look at the possible options available on the balcony.

I42.5 Museum. The Mayor reported that while the City Hall may not be able to provide a museum, it was something that was on an informal "wish list "and could be looked at again in the future.

There being no further business the meeting closed at 8.05pm.

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Chair

Date.....

Third Meeting of the Council on Monday 16th September 2013 in the Council Chamber at 7.00pm

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

I43 Apologies for Absence: BT Price

I44 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.

144.1.1 Cllr Chant declared a prejudicial interest in relation to Item 155 and left the Council Chamber while the item was discussed.

144.1.2 Cllr John declared a prejudicial interest in relation to Item 155 and left the Council Chamber while the item was discussed.

Matters Arising

I45 YSGOL DEWI SANT The Mayor confirmed that a site visit was arranged for Councillors on Tuesday 17th September at 4.30pm. The Mayor proposed that following the site visit a letter be sent to Mr Haynes inviting him to the next meeting of the City Council to discuss the issues raised in the Estyn report. It was RESOLVED to support this proposal. The Mayor reported that she had spoken with a cabinet member at Pembrokeshire County Council who had confirmed that education in Pembrokeshire was under review and that St Davids was the first community to be looked at. The Mayor also reported that when Ysgol Dewi Sant is being looked at, Ysgol Bro Dewi will also be considered in conjunction with the future of the secondary school. The Mayor confirmed that the next meeting of the Ysgol Bro Dewi governing body is to take place on Tuesday 15th October 2013 and the Mayor proposed that should Cllr Price be unable to attend then Cllr Halse could do so on this occasion. It was RESOLVED to support the proposal.

I46 CITY HALL GAS SAFETY INSPECTION The Clerk reported that following a the recent inspection on Friday 13th September 2013 the following warning notices were issued;

146.1 Poor access to the emergency control valve in Siop Y Bobl. This has now been remedied.

146.2 Flue terminal damaged and a new one required in the boiler house. Quote received from British Gas for £269.55. It was RESOLVED to try to obtain a cheaper quote.

146.3 Insufficient ventilation and no make up air together with no isolation valve in the kitchen. As a result the oven has been turned off and a warning label attached to the cooker which has been deemed unsafe. It was RESOLVED to obtain confirmation of the oven's status i.e. being either commercial or domestic.

I47 MEMORIAL PLAYING FIELD QUATERLEY SAFETY INSPECTION Following a recent playground inspection by Pembrokeshire County Council the following concerns are currently outstanding:

147.1 2 rotten fence posts in the old section of fencing surrounding the toddler area.

147.2 Replacement ball bearings and foot disc for the mini carousel.

I48 RAFA CLUB Application to vary the Club's premises licence to include:

148.1 The sale of alcohol on Sundays from 12 noon to midnight (current licence provision allows for the sale of alcohol from 12 noon to 10.30pm). It was RESOLVED to approve this section of the application.

148.2 The hours that club premises are open to the members and guests on Sundays from 11am to 12.30am (current opening hours are from 12 noon to 11pm). It was RESOLVED to approve this section of the application.

148.3 The Club is also proposing to reduce their opening hours and sale of alcohol on New Year's Eve from 7pm to 1.30 am (current licence provision allows them to open from 12noon to 2pm). It was RESOLVED to approve this section of the application.

Planning

- I49** NP/1 NP/13/0394 Mixed retail use within A1, A2 & A3 for extended building, erection of boundary wall and felling of 3 trees to rear curtilage, external alterations to building encompassing single story rear extension, alteration to front door & creation of disabled access to side elevation at Former HSBC, Cross Square, SA62 6SE. The City Council considered that the proposal would encourage local trade and business and was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.
- I50** NP/13/0384 Proposed alterations and side extension (one and a half storey) to provide additional accommodation in the form of 2 bedrooms, open plan kitchen, dining and lounge together with utility and study at 24 Pen Y garn, SA62 6QZ. 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.
- I51** NP/13/0417 Alterations to Penlan Farmhouse & the subdivision of the existing house to create 1 additional dwelling at Penlan Farm, SA62 6PX. 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.
- I52** NP/13/0357 (Amended plans dated 6th September 2013) 1.5 storey dwelling at Plot 2 Meas Elfed, SA62 6QE. 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.
- I53** C15/13/pc 1 x Sycamore – 2 overhanging limbs to be removed at Gilfach, 30 New Street. The City Council considered that the proposal was deemed unlikely to have a detrimental environmental impact on the surrounding area. It was RESOLVED to support the application.
- I54** C18/13/pc 1 x Ash – to be removed, 4 x Ash/Sycamore - to reduce hazardous branches overhanging parking/turning area at Melin, Dan Y Rhiw. The City Council considered that potentially the proposal could have a detrimental visual and environmental impact on the surrounding area. It was RESOLVED to request a site meeting with an officer of the Authority and to defer the Council’s decision to either support or refuse to support the application until a meeting had taken place.

Further business

- I55** HEALTH & HYGIENE CERTIFICATES Cllr Williams advised the Council that the current certificates had now expired. It was RESOLVED to contact the relevant interested parties and to arrange a course at Level 2 standard to be held in the Memorial Hall.
- I56** GUTTERING Cllr Williams informed the Council that the guttering needed clearing. It was RESOLVED to ask the Caretaker if he would be interested in undertaking the task.

There being no further business the meeting closed at 7.30pm.

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Chair

Date.....