

**Minutes of the Monthly Meeting of the Council on Monday 7th September 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, S Williams with JE Foster, (Clerk) and PL Evans (Responsible Finance Officer).

Also present County Councilor DB Lloyd.

**238 Apologies for Absence:** BT Price (family commitment), K Rose (work commitment)

**239 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.

**240 Confirmation of Minutes for:-**

- 240.1 The Council Monthly Meeting on Monday 6th July 2015 were RESOLVED to be approved.
- 240.2 The Second Meeting of the Month on Monday 20th July 2015 were RESOLVED to be approved.
- 240.3 The Special Meeting of the City Council on Monday 10th August 2015 were RESOLVED to be approved.
- 240.4 "In Committee" Minutes of the Special Meeting of the City Council on Monday 10th August 2015 were RESOLVED to be approved.
- 240.5 "In Committee" Minutes of the Special Meeting of the City Council on Tuesday 18th August 2015 were RESOLVED to be approved.

**Matters Arising**

**241 CITY HALL DEVELOPMENTS** Copy letter of 2nd September 2015 from Wes Spees to Mr W Morris was received. The Clerk informed members that the work was due to commence on Monday 14th September 2015 and that there would be a two week break over Christmas. The Mayor reported that the contract was being prepared and would be signed in due course.

**242 MEMORIAL PLAYING FIELD**

- 242.1 Pembrokeshire County Council's Play Area Grant. Neil McCarthy letter of 20th August 2015 and a copy of the guidance form attached were received. It was RESOLVED to apply for grant funding for a new piece of park equipment, to replace the four seat carousel.
- 242.2 New Park Equipment. The Clerk informed members that she met with Chris Jones, Managing Director of Lappset, at the memorial park the previous week, to discuss the possible options for replacing the four seat carousel. Chris advised that the City Council does not purchase a similar piece of equipment that rotates, as the bearing would need to be replaced every few years and would cost the Council a lot of money to maintain. Chris recommended six different pieces of park equipment that could replace the four seat carousel. It was RESOLVED to purchase the Storks Nest as a replacement for the four seat carousel.

**243 ST JUSTINIANS**

- 243.1 Minutes of City Council meeting with RSPB on Tuesday 4th August 2015 were received.
- 243.2 Notes taken at Porthstinian Boat Owners Association meeting with Paul Davies AM on Thursday 13th August 2015 were received.
- 243.3 Rhosson car park. Ann Humble e-mail of 2nd September 2015 was received.
- 243.4 The Clerk informed members that ITV would be filming a short piece, regarding the sale of the boathouse at St Justinians and how business owners would secure access to the water, on Tuesday 8th September from 9.30am onwards. The Clerk advised that the City Council had been invited by Ann Humble to be interviewed. Cllr Chant agreed to participate in the filming as a representative of the City Council.

**244 WHITESANDS**

- 244.1 Celtic Coaster bus service. Owen Roberts e-mail of 31st July 2015 and letter of 12th August 2015 respectively, regarding the issue of delays on the public highway. It was RESOLVED to contact Mr Nash

to discuss the possibility of having white lines in the overflow car park, and to widen the access to the overflow car park in order to reduce the traffic on the highway. Furthermore it was RESOLVED to consult with both Peter Lavin, Car Park Attendant at Whitesands and Owen Roberts, Passenger Transport Coordinator at Pembrokeshire County Council, in order to try and resolve the issue. The issue will be further discussed at the annual review of Whitesands' car park in November along with the issues in relation to the public toilets.

- 244.2 Repairs at Whitesands Cafe. The Responsible Finance Officer informed members that Mr Lunt had previously raised the issue of the damage to the electrical windows and the broken roof slates at Whitesands Cafe. The RFO confirmed that the work to the electrical windows had been completed by Carreg Construction and that the roof slates were going to be fixed in the next few weeks.
- 245 DAY CENTRE Rebecca Thornton e-mail of 31st August 2015 Kitchen storage. Cllr Gray suggested that the Day Centre utilise the utensils and crockery available in the kitchen. Cllr Williams informed members that the Day Centre would prefer to use their own kitchenware as the items are intermittently lost or broken, and they would not like to damage or lose any of the City Hall property. It was RESOLVED to allocate one base cupboard and one cupboard on the wall for the Day Centre's kitchen equipment.
- 246 BANK OPENING HOURS David Alford letter of 25th August 2015. Cllr Taylor raised the issue of the queues outside Lloyds bank that has resulted from reducing their opening hours. It was RESOLVED to respond to the letter to further emphasise the need to increase the opening times of Lloyds bank.
- 247 PEMBROKESHIRE CITIZENS ADVICE BUREAU Annual cost for a monthly outreach in St Davids. Vicki Skeats e-mail of 30th July 2015. The Clerk informed members that the caretaker, Jacqui Philips had confirmed that both Tuesday or Thursday would be suitable for the monthly outreach. Jacqui advised that the Tuesday would be more appropriate as the kitchen is often used on a Thursday when the market is in the City Hall. It was RESOLVED to have the monthly outreach on a Tuesday. Furthermore it was RESOLVED to donate £150 per year as a contribution towards the cost of running the monthly outreach in St Davids.
- 248 TRAFFIC MATTERS
- 248.1 Speed of traffic in Berea. Emma Evans e-mail of 26th August 2015. It was RESOLVED to request a 30mph speed limit, or suggest that rumble strips are installed at Berea to slow down the traffic.
- 248.2 The Clerk informed members that Llywela Harries had complained about the 'No Entry' signs at the junction adjacent to Barclays bank. Both the 'No Entry' signs are facing the same direction which means that traffic coming from one direction is not able to see the signs, and therefore causing cars to try to turn into the one way street. It was RESOLVED to inform Pembrokeshire County Council of this issue.
- 249 LICENCE APPLICATIONS Charlotte Mathias letter of 12th May 2015 was received. The Clerk informed members that the Licence Applications were no longer sent to the City Council. Information would be displayed on the Pembrokeshire County Council website. The Clerk further informed members that she would check the website weekly for new Licence Applications within St Davids and report back to the Council.

## Accounts

- 250 The Responsible Finance Officer reported that the internal audit for June and July 2015 had been completed satisfactorily.
- 251 Accounts for July 2015.
- 252 Accounts for August 2015.

<b>INCOME AND EXPENDITURE JULY 2015</b>			
<b>Balance as at 31/07/2015</b>		£	
	Current A/c	303298.14	
<b>INCOME</b>	Car Park	31620.00	
	City Hall	1567.86	
	Cafe	1821.92	
	Miscellaneous		
	Market stalls	555.00	
	<b>Total</b>	<b>35564.78</b>	
	LGA 1972 Sec137 for2014/15 is £10821		LGA 1972 Sec 214 Cemetery
	Last month's donations	650	Total donated 2015/16
	2015/16 total	3672	
	Balance available	7149	
<b>PAYMENTS</b>		£	
	Admin	2812.24	Salaries:Clerk,Assistant & RFO
		2077.43	HMRC (NIC&IT)
		81.10	Internet/telephone
		1252.78	Stationery
		498.00	External audit fee
	Whitesands	3868.00	Attendant's commission
		1423.00	Cafe repairs etc
	Playground	19.90	Expenses re fence painting
	Hall & House	249.69	Caretaker's salary
		1352.02	Heat & light
		18.42	D/D Boiler service etc
		2165.00	Hall development payments
	Mayor's Expenses		
	St Justinians	242.88	Toilet hire / cleaning
	Miscellaneous		
		970.00	PCC (3 properties)
		161.94	Dwr Cymru -(2props)
	<b>Total</b>	<b>17192.40</b>	
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INCOME AND EXPENDITURE AUGUST 2015			
<b>Balance as at 31/08/2015</b>		£	
	Current A/c	323320.83	
<b>INCOME</b>	Car Park	37280.00	
	City Hall	2256.12	
	Cafe	1821.92	
	Miscellaneous	275.00	Rent Siop y Bobol & donation
	Market stalls	690.00	
	<b>Total</b>	<b>42323.04</b>	
LGA 1972 Sec137 for2014/15 is £10821			LGA 1972 Sec 214 Cemetery
Last month's donations			Total donated 2015/16
2015/16	total	3622	
Balance available		7199	
<b>PAYMENTS</b>		£	
	Admin	2812.24	Salaries:Clerk,Assistant & RFO
		9783.70	VAT
		86.92	Internet/telephone
		36.83	Stationery
		170.49	IT Repairs & service
	Whitesands	5637.00	Attendant's commission
		270.28	Cafe repairs etc
	Playground		
	Hall & House	426.24	Caretaker's salary
			Heat & light
		110.12	Caretaking supplies
		18.42	D/D Boiler service etc
		780.00	Hall development payments
	Mayor's Expenses		
	St Justinians	364.32	Toilet hire / cleaning
	Miscellaneous	55.00	Flowers
		970.00	PCC (3 properties)
		114.91	Dwr Cymru -(2props)
	<b>Total</b>	<b>21636.47</b>	
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The accounts for both July and August were RESOLVED to be approved and permission was granted to pay.

### 253 DONATIONS

#### 253.1 REQUESTS

253.1.1 Shelter Cymru letter of July 2015. The Clerk reminded members that the City Council had donated £50 to the organisation in 2010. It was RESOLVED to donate £50.

#### 253.2 THANKS

253.2.1 Macmillan Cancer Support letter of 4th August 2015 was received.

### 254 Finance

#### 254.1 EXTERNAL AUDIT

254.1.1 The annual external audit was RESOLVED to be approved. The report had been unconditional and had cost £498.

254.2 IT EXPENDITURE The Responsible Finance Officer explained that the office computer and his computer had failed recently and so both had been upgraded and safeguarded by Pembrokeshire IT.

254.2.1 The payment to Pembs IT for upgrading Office Computer £170.49 was RESOLVED to be approved.

254.2.2 The payment to Pembs IT to upgrade and safeguard RFO's computer at £220 was RESOLVED to be approved.

254.3 The Responsible Finance Officer informed members that the Mayor was responsible for maintaining areas of grassland throughout St Davids and his mower had failed. It was RESOLVED to purchase a new mower.

### Correspondence

**255** Mike Cavanagh e-mail of 31st July 2015 Library Services in St Davids. It was RESOLVED that two Councillors would meet with Mike and his team to discuss the possibility of reducing costs, and extending the opening hours of the library, with the help of volunteers. Cllr Taylor and Cllr Halse agreed to meet with Mike Cavanagh.

**256** Gill Lewis e-mails of 5th and 8th August 2015 respectively. Breach of planning regulations was received and RESOLVED to be acknowledged.

**257** Sarah Johns letter of 10th August 2015 Licensing Act 2003: Consultation on Review of Licensing Policy was received.

**258** Sarah Johns letter of 10th August 2015 Gambling Act 2005: Consultation on Review of Licensing Policy was received.

**259** Hugh McDyer letter of 10th August 2015 Pembrokeshire Ethical Care Charter Campaign was received and RESOLVED to be acknowledged.

**260** Val Brown letter (not dated) Shelter Cymru 50+ Project Pembrokeshire and invitation were received. It was RESOLVED to put the poster on the City Council Facebook page.

**261** Anne e-mail of 26th August 2015 Update Map of St Davids. The Clerk informed members that the map would need to be updated by herself and so it would have to be done over a long period of time. It was RESOLVED for the Clerk to look into the possibility of updating the four maps and to obtain a quote for the cost.

**262** Verbal request received from Helen Silverstone to borrow a projector screen for the Historical Society. Written request awaited. It was RESOLVED to allow the Historical Society to use the City Council projector screen for their monthly meetings.

### 263 Reports from Members representing the Council:-

263.1 St Davids Carnival Association. Please see report from Cllr Rose. Cllr Evans thanked all the Councils members who contributed towards the smooth running of the Carnival.

263.2 St Davids Christmas Tree Association. Nothing to report.

263.3 St Davids Day Celebration Group. Meeting to be convened by the Mayor.

263.4 St Davids Day Centre for the Elderly. Cllr Williams informed members that the Day Centre had started back earlier today and that they had a good attendance.

263.5 St Davids Eco City Group. Please see report from Cllr Rose.

- 263.6 St Davids Peninsula Tourist Association. Cllr Evans informed members that a meeting was to take place the following week.
- 263.7 Porthclais Harbour Authority. Cllr John reported that the Fun Day and Summer Party at Porthclais were very successful and there was a good turnout for both. The Porthclais Summer Party raised £2,000, which is going to be donated the RNLI boathouse appeal. Cllr John thanked all those who attended the Blessing of the boats at Porthclais.
- 263.8 St Davids - Matsieng Lesotho Link. Please see report from Cllr Taylor.
- 263.9 Youth Drop In. Nothing to report.
- 263.10 Ysgol Bro Dewi Governor. Cllr Halse reported that a meeting would be held on the 23rd September 2015 to discuss the School Reorganisation. A full report would be provided at the next monthly meeting of the City Council. Cllr Evans informed members that she had been elected to be the Local Authority Governor.
- 263.11 Planed Community Forum. Cllr Halse informed members that a meeting was to take place on Tuesday 8th September 2015.
- 263.12 Porthstinan Boat Owners Association. Nothing to report.
- 263.13 Porthmawr Surf Life Saving Club. Cllr Gray informed members that a lot of nippers had joined the club and that they have had an eventful year.

### County Councillor's report:

#### School Re-organisation

Cllr Lloyd reported that a meeting would be held on Thursday 10th September 2015 to further discuss the re-organisation of education in Mid and North West Pembrokeshire. The situation in Haverfordwest was still as much the same. The schools in Haverfordwest remain adamant that they would like to maintain the sixth form rather than have a sixth form centre. Cllr Lloyd informed members that there had been a new recommendation to have a 11-16 school in Fishguard which would include an Additional Learning Needs Unit. The proposal to merge Ysgol Bro Dewi, Ysgol Dewi Sant and Solva school as a 3-16 school still remains. This would be a voluntary aided or voluntary controlled Church in Wales school. Ysgol Croesgoch would not be included as it is anticipated to become a Welsh Medium school. Cllr Lloyd further explained that the County Council would still like to go ahead with the sixth form centre in Haverfordwest. However an excess of 12 A-Level students would allow A-Levels to be delivered on site at the school. Cllr Lloyd noted that the A-Level and GCSE results of the pupils at Ysgol Dewi Sant exceeded all others in Pembrokeshire this year. Cllr Lloyd was hoping for substantial financial investment and some new scholarships had also been confirmed recently, via private companies.

#### Community Land Trust

The next stage in the development at the Glasfryn Road site would be planning permission. Cllr Lloyd explained to members that this development would be a good opportunity for local people to get on the property ladder. One third of the properties would be sold on the open market, one third would be used for Social Housing to rent to local persons and the remaining third would be sold through shared equity to local persons.

#### Initiative - looking after the elderly

Cllr Lloyd informed members that St Davids is the first Dementia Friendly City in Wales. The Memory Cafe, which is a project coordinated by Annie Halliwell, opened its doors on 2nd September 2015. Cllr Lloyd reported that 18 persons attended the first session at Oriol Y Parc, with the presence of Cllr Simon Hancock and a local guitarist and singer Rosita Roles. Cllr Lloyd explained that the management group would like to get the students of Ysgol Dewi Sant involved and incorporate the voluntary experience with their Welsh Bac course. Furthermore Dr Prem who retired due to ill health is now back in full health and has agreed to volunteer several hours of his time to work with the Dementia Friendly group.

**Planning:**

**264** NP/15/0466 1 x non-illuminated fascia, 1 x traditional non-illuminated projector at 13 Cross Square, SA62 6SE.

The City Council considered that the scale and design of the proposal was deemed unlikely to have a detrimental visual and environmental impact on the surrounding area. It was RESOLVED to support the application.

**265** NP/15/0499 Vary Condition no.2 of NP/15/0084 to allow omission of 2 storage hoppers and replace with new boiler house and storage facility at Carn Nwchwn Farm, SA62 6QN. 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.

**266** NP/15/0479 Change of use of office to form additional dental surgery accommodation, alterations to south elevation, erection of fencing and gates, and erection of pump enclosure at St Davids Dental Surgery, 34A New Street, SA62 6SS. 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.

**Any other business**

**267** The Clerk informed members that a PACT meeting would be taking place on Tuesday 8th September 2015 at the St Davids Police Station.

**268** The Clerk informed members that the informal reception evening at County Hall on Wednesday 9th September 2015 had changed to 6.30pm.

**269** Cllr George informed members that the Ebenezer Chapel was holding 200th anniversary celebratory services on Sunday 20th September at 10.30am and 7pm. All Council members were invited to attend.

There being no further business the meeting closed at 9.00pm

Signed .....  
Chair

Date .....

**Minutes of the Second Monthly Meeting of the Council on Monday 21st September 2015 in the Council Chamber at 7.00pm**

The meeting was preceded by a visit from Heather Thomas and Cathy Lawrence who discussed the work of the Pembrokeshire Care Society and Pathway Lettings, two joint organisations which aim to prevent homelessness within Pembrokeshire. It was RESOLVED for the Clerk to circulate the posters and information booklets provided, to include the information on the City Council facebook page and within the St Davids City newsletter.

**Present:** Mayor FD John, Deputy Mayor CT Taylor, 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.

**270 Apologies for Absence:** DJO Chant (holiday)

**271 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.

271.1 Cllr James declared a prejudicial interest in relation to Item 283 and left the Council Chamber while the item was discussed.

**Matters Arising**

**272 CITY HALL DEVELOPMENTS**

272.1 Future developments of the City Hall. The Responsible Finance Officer informed members that the Mayor, the Clerk and himself had met with Mel Davies to discuss three different proposals for work in the City Hall; the installation of a toilet in the Memorial Hall, a partition in the City Hall and the installation of a stair lift. The RFO informed the Council that Mel suggested we contact the relevant persons to determine what can be done and to price up the cost of each of the proposed works. Mel raised the issue that it may not be possible to install a stair lift that leads up to the Council Chamber as there are doors on either side that would obstruct the lift. Tony Morris and sons have been requested to complete a feasibility study and to determine the cost of the installation of a toilet in the Memorial Hall. The RFO reported that Solva Hall had recently installed a partition and that he would arrange to view the partition and discuss the costing with the Solva Community Council.

The Clerk informed members that the alterations and extension to the City Hall had commenced, the garden had been dug up and the porch removed. Additional matters discussed by the Councillors included the side wall leading to the toilets and the potential for parking spaces at the rear of the City Hall. It was RESOLVED that the City Hall sub-committee would look into both matters.

272.2 Separate meeting to be held at a later date to discuss plans and contract. The Clerk informed members that every Councillor would need to read the contract before the Mayor signs it officially and that one witness would need to be present during the signing of the contract. It was RESOLVED for all the Councillors to come into the Council Chamber and read through the contract and plans individually before the Mayor signs. The Clerk further informed members that Huw Jones from CDM Solutions had advised that the CDM co-ordinator appointments must come to an end by 6th October 2015 and a principal designer must be appointed in writing by that date. It was RESOLVED to appoint Wes Spees as principal designer.

272.3 Lighting and technical equipment for stage. The Clerk informed members that the stage lighting had been fitted by Andrew Sturley and his colleague, and that Andrew would return the following week to provide a demonstration on how to use the lighting system.

**273 EDUCATION** Statutory Consultation - review of secondary education provision in the mid and north west of Pembrokeshire, Fishguard and St Davids area. The Clerk reported that the Consultation document had been circulated via e-mail and there were hard copies available. The Clerk informed members that a public information session would be held on Tuesday 29th September 2015 from 6.30pm-8pm at Ysgol Dewi Sant.



Cllr Evans informed members that the Welsh School Consultation document had been released and may have implications for Ysgol Dewi Sant. Cllr Williams raised the issue that Solva school was to be closed in the proposal for the new combined school. It was RESOLVED for several members of the Council to attend the public information session before providing a response to the Consultation document. The Clerk was requested to book seven seats for the public information session for Council members.

**274 PEMBROKESHIRE CITIZENS ADVICE BUREAU** Vicki Skeats e-mail of 10th September 2015 Monthly outreach in St Davids. The Clerk informed members that the Pembrokeshire Citizens Advice Bureau are scheduled to start a monthly outreach in St Davids on Tuesday 6th October. The organisation will be in the Memorial Hall the first Tuesday of every month. It was RESOLVED for the Clerk to create a poster to advertise the monthly outreach.

## **275 DONATIONS**

### **275.1 REQUESTS**

**275.1.1** Les Owen e-mails of 11th September 2015. The Clerk informed members that the caretaker, Jacqui Philips had confirmed that the City Hall was not available for the proposed date of the Co Responder coffee morning. Several alternative dates had been provided by Jacqui when the Co Responder Unit would be able to use the City Hall. It was RESOLVED to allow the Co Responder Unit to use the City Hall free of charge to run a coffee morning.

## **Finance**

**276 Solva Edge Festival** - refund for hire of stalls. It was RESOLVED to refund the money for the hire of the stalls, as the stalls were not used due to the adverse weather conditions.

## **Correspondence**

**277 Phil Barlow** letter of 7th September 2015 review of the Pembrokeshire Coast National Park Local Development Plan. Cllr Evans reported that not all of the facilities within the St Davids area had been listed. It was RESOLVED for the Clerk to put together a list of all the facilities within St Davids and to send the updated list to the Pembrokeshire Coast National Park.

**278 Steve Eggleton** letter of 11th September 2015 Via Beta project - request to place a small sculpture and bench at Whitesands. Several issues regarding the sculpture and bench were raised by Council members, including the location of the bench, the size of the sculpture and the design. It was RESOLVED to request a few alternative designs for the sculpture which were smaller in size, and to suggest to the organisers of the project that an alternative location for the bench and sculpture may be preferable. It was further RESOLVED to request a meeting with the organisers prior to their departure.

## **Planning:**

**279 NP/15/0320** Renovation and alteration of existing dwelling to include rear gates, rear balcony, porch and roof lights at 19 New Street, SA62 6SW. Application withdrawn. The information was received.

**280 NP/15/0419** Erection of workshop/garden shed at Green Meadow, Glasfryn Lane, SA62 6ST. Application withdrawn. The information was received.

**281 NP/15/0433** Change of use of land to form an extension to Whitesands camp site, at Porthmawr, SA62 6PS. Application withdrawn. The information was received.

**282 NP/15/0434** Extension to existing camp site toilet and shower facility at Porthmawr, SA62 6PS. Application withdrawn. The information was received.

**283 NP/15/0504** Variation of Condition no. 2 of NP/14/0281 to allow revised design at Trem Y Garn, Lower Moor, SA62 6RP. The City Council considered that the scale and design of the proposal was deemed unlikely to have a detrimental visual and environmental impact on the surrounding area. It was RESOLVED to support the application.

**Any other business**

**284** The Responsible Finance Officer informed the Council that Pembrokeshire County Council were no longer able to provide the flowers for the outside of the City Hall and on the Cross Square due to budget cuts. It was RESOLVED to arrange for the winter bulbs to be planted immediately and to include this item for discussion at the next meeting of the Council in October.

**285** The Clerk informed members that the St Davids Day meeting would take place on Wednesday 7th October at 6pm in the Council Chamber.

**286** The Mayor reported to the Council that the park needed more work than what was originally thought, the wooden parts of the park equipment needed painting and the small rocker needs fixing. Mr Bennett has started the maintenance of the park equipment. Furthermore the Mayor informed members that the grant form for the new piece of park equipment had been completed. It was RESOLVED to allow the additional work to be completed and for the original pole for the four seat carousel to be removed.

There being no further business the meeting closed at 9.35pm

Signed .....  
Chair

Date .....