

**Minutes of the Monthly Meeting of the Council on Monday 4<sup>th</sup> September 2017 in the Council Chamber at 7.00pm**

**Present:** Deputy Mayor MJ Chant, ES Evans, DJH George, DJ Griffiths, MC Gray, DB Halse, FD John, JG Lloyd, BS Sehmi, RT Thornton, S Williams with JE Foster (Clerk) and PL Evans (Responsible Finance Officer).

**201 Apologies for Absence:** Mayor BT Price, County Councillor DB Lloyd

**202 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.

202.1 Cllr Gray declared a prejudicial interest in relation to Item 8 and left the Council Chamber while the item was discussed.

**203 Confirmation of Minutes for:-**

203.1 The Council Monthly Meeting on Monday 3<sup>rd</sup> July 2017 were RESOLVED to be approved.

203.2 The Second Meeting of the Month on Monday 17<sup>th</sup> July 2017 were RESOLVED to be approved.

203.3 The Special meeting of the Council on Tuesday 1<sup>st</sup> August 2017 were RESOLVED to be approved.

203.4 The Special Meeting of the Council on Monday 14<sup>th</sup> August 2017 were RESOLVED to be approved.

**Matters Arising**

**204 DIARY DATES** Members were reminded of the following events:

204.1 St Davids Peninsula Community Land Trust Annual General Meeting on Wednesday 6<sup>th</sup> September 2017 at 7.00pm in the City Hall. Copy of the agenda and the report for the Community Land Trust AGM were received.

204.2 Code of Conduct training session on Monday 11<sup>th</sup> September 2017 at 6.30pm in the Memorial Hall. Cllr Chant, Cllr Sehmi, Cllr John and Cllr Griffiths agreed to attend the training session.

204.3 The Mayor's Civic Service on Sunday 17<sup>th</sup> September 2017 at 11.15am in St Davids Cathedral followed by a reception at Crug Glas.

**205 ST DAVIDS 3-16 VA SCHOOL** Redevelopments to the Ysgol Dewi Sant site and re-location of pupils to Tasker Milward school site temporarily whilst this work is being undertaken.

205.1 David Haynes letter of 1<sup>st</sup> September 2017 Update on the recent developments to the Tasker Milward and Ysgol Dewi Sant school sites was received.

**206 MEMORIAL PLAYING FIELD**

206.1 Quarterly playground Inspection. The Clerk informed members that the inspection report raised the same issues as the previous one and that all the issues were low/very low risk.

206.2 Replacement of missing and damaged parts. The Clerk reported that the Lappset parts had arrived and that they would be installed after the school summer holidays. Cllr John and Cllr Chant offered to install the replacement parts.

206.3 Landfill Community Funding. The Responsible Officer explained to members that the Council is eligible for a grant as the park is located near to a landfill site. The Clerk informed

members that she and the Responsible Finance Officer had completed the grant application and that they had applied for funding towards replacing the safety matting in the park.

206.4 Gate in toddler area. It was RESOLVED for the Clerk to look into the costs of repairing and replacing the broken gate.

206.5 Waun Fawr field – the grass surrounding the fitness equipment requires strimming. Cllr Griffiths agreed to cut the grass.

## 207 SKATE PARK

207.1 Grant funding application. The Responsible Finance Officer reported that the grant application for the proposed skate park had not yet been submitted. The application required quotes from several different suppliers and this was taking longer than anticipated, as some of the suppliers were reluctant to provide a quote without carrying out a site visit. The RFO informed members that the application would be sent in the next week.

207.2 Skate Park Inspections. Neil McCarthy email of 18th July 2017 Annual cost for Pembrokeshire County Council to inspect the proposed skate park was received.

208 STAFF CONTRACTS 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.

209 CITY OF CULTURE Mike Cavanagh email of 4<sup>th</sup> August 2017 Interreg Wales/Ireland funding bid and a copy of the expression of interest were received. It was RESOLVED to donate £2,500 towards the project.

210 WELL-BEING FUTURE GENERATIONS (WALES) ACT 2015 Nick Evans email of 23<sup>rd</sup> August 2017 Well-being plan. The Clerk advised members that under the Well-being of Future generations Act 2015 the City Council is now required to take all reasonable steps towards meeting local objectives in the local wellbeing plan. It was RESOLVED to invite Nick Evans to attend the next meeting of the City Council to discuss the Wellbeing Plan and to determine how the Council will meet these requirements.

211 TOWN WIFI The Clerk, Cllr Evans and Cllr Thornton attended a Data and Marketing Workshop on Tuesday 29<sup>th</sup> August 2017. Cllr Evans informed members that the overall responsibility of the WiFi was Pembrokeshire County Council at present, this however would only continue for two more years. The City Council or other bodies within St Davids will be asked to consider funding the WiFi from 2019. Cllr Evans explained that the data generated from the High Street WiFi could be utilised by the City Council for the benefit of tourism in St Davids, however changes in Data Protection Legislation would need to be considered before doing so.

## Accounts

212 The Responsible Finance Officer reported that the Internal Audit for June and July 2017 had been completed successfully.

213 The accounts for July 2017 were RESOLVED to be approved and permission to pay was granted.

214 The accounts for August 2017 were RESOLVED to be approved and permission to pay was granted.



INCOME AND EXPENDITURE AUGUST 2017			
<b>Balance as at 28.08.17</b>		£	
	Current A/c	217038.78	
<b>INCOME</b>	Car Park	39570.00	
	City Hall	2239.94	
	Cafe	1821.92	
	Market stalls	800.00	
	Siop y Bobol rent	250.00	
	<b>Total</b>	<b>44681.86</b>	
	LGA 1972 SEC137 for 2017/18 is £11196		LGA 1972 Sec 214 Cemetery
	Last month's donations		Total donated 2017/18
	2017/18	total	2550
	Balance available		8646
<b>PAYMENTS</b>		£	
	Admin	3393.07	Salaries: Clerk,Asst & RFO
		717.60	1st Instal new website
		207.54	Internet/telephone
		40.00	One Voice Wales
		60.28	Pension contributions
	Whitesands	4885.50	Attendant's commission
		81.78	Cafe elec repairs
	Playground		
	Hall & House	470.65	Caretaker's salary
		20.45	D/D Boiler service etc
		1042.31	Gas
		162.59	Sundries
	Mayor's Expenses		Travel
	St Justinians	612.40	Toilet hire & cleaning
	Miscellaneous		
		1129.00	PCC (3 properties)
		99.00	Dwr Cymru -(2props)
		240.00	Market stalls
		59.66	Asst clerk & RFO exps
		10901.83	VAT
	<b>Total</b>	<b>24123.66</b>	
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**Finance**

- 215** Annual External Audit 2017 Report was received. The Responsible Finance Officer reported that the Council had received an unqualified report, however the Code of Conduct we had included was out of date.
- 215.1 Revised Code of Conduct 2016 was received. It was RESOLVED to adopt the revised Code of Conduct.
- 216** Annual Insurance renewal. The Responsible Finance Officer informed members that the Insurance had been renewed.
- 217** DONATIONS:
- 217.1 Requests
- 217.1.1 Citizens Advice letter of 12th June 2017. It was RESOLVED to donate £150 and to allow continuous use of the Memorial Hall free of charge.
- 217.1.2 The Pale Moon Trust email of 14th July 2017 was received.
- 217.2 THANKS
- 217.2.1 St Davids Sea Scout letter of 11th August 2017 was received.

**Correspondence:**

- 218** Steve Halsall letter of 21<sup>st</sup> July 2017 Review of the Electoral Arrangements for the County of Pembrokeshire was received.
- 219** Emyr Williams email of 15<sup>th</sup> August 2017 Newgale WelTag report was received.
- 220** Rob Quinn letter of 16<sup>th</sup> August 2017 Defibrillators in Pembrokeshire was received.
- 221** Dick Venables email of 30<sup>th</sup> August 2017 completing the 2017 bike ride was received.
- 222** Hannah De-Waine email of 31<sup>st</sup> August 2017 Request to place a memorial plaque at Whitesands. Members agreed that it would not be possible to allow all memorial plaque requests due to the number the City Council receive and so it was RESOLVED to suggest that the family consider placing a memorial bench at Whitesands.

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

- 223.1 St Davids Carnival Association. Cllr Evans informed members that the Sunday Funday went well, however it was unfortunate that the Penknife Club were not able to attend the event.
- 223.2 St Davids Christmas Tree Association. Nothing to report.
- 223.3 St Davids Day Celebration Group. Nothing to report.
- 223.4 St Davids Day Centre for the Elderly. Cllr Williams informed members that it was their first day back today following a summer recess, only a small number had attended. A number of trips out have been arranged for the next few weeks before the weather changes.
- 223.5 St Davids Peninsula Tourist Association. A copy of the St Davids Peninsula Tourist Association minutes from Cllr Evans was received. Cllr Evans informed members that the next meeting was due to be held on Wednesday 13<sup>th</sup> September 2017 at 7.30pm.
- 223.6 Porthclais Harbour Authority. Cllr John reported that the Porthclais Funday with TYF had been cancelled due to severe weather conditions. The music evening still went ahead and was a success regardless of the weather.
- 223.7 St Davids - Matsieng Lesotho Link. Nothing to report.
- 223.8 Youth Drop In. The Clerk informed members that the Youth Club would be returning at the end of September.
- 223.9 Ysgol Bro Dewi Governor. Cllr Halse reported that the school would be returning this week.

- 223.10 Planel Community Forum. Cllr Sehmi informed members that the AGM would be held on Tuesday 26<sup>th</sup> September 2017. Cllr Sehmi reported that the group were still looking into setting up a Museum in St Davids and that this is the second year of the Memory Café.
- 223.11 Porthstinan Boat Owners Association. Nothing to report.
- 223.12 Porthmawr Surf Life Saving Club. Cllr Gray reported that the relationship between the RNLI and the Club was good and that they had now come to a financial agreement with regards to running the Club house.
- 223.13 Community Land Trust. Nothing further to report.
- 223.14 Bws Y Bobl. Cllr Gray reported that the bus should be here by November and that volunteer drivers were needed. It was agreed to put another advert in the next edition of the newsletter for volunteer bus drivers.
- 223.15 Music and Arts Festival. Cllr Chant informed members that a meeting would be held in October to review the festival, to get new ideas for next year and to build on what took place this year.
- 223.16 City of Culture. Nothing further to report.

**Planning:**

- 224** NP/17/0410 Single storey side extension at Trehysbys, Rhodiad, SA62 6PN. 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.
- 225** NP/17/0483 Proposed alterations and extensions to residential accommodation and internal alterations (partly retrospective) to the ground floor to form self-catering holiday accommodation in conjunction with existing guesthouse at Yr Gorlan, 77 Nun Street, SA62 6NU. 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.
- 226** NP/17/0484 Replacement 2 storey rear extension and single storey lean to together with a further single storey extension replacing a former outbuilding at Rheidol Cottage, 16 High Street, SA62 6SD. As neighbouring property owners, the City Council has a prejudicial interest in the application and is therefore unable to either to support or refuse to support the proposal in our capacity as Statutory Consultees. It was RESOLVED to write a letter to the Pembrokeshire Coast National Park in our capacity as adjacent property owners and to include the following comments:  
The City Council considered that the proposed alterations to the roof of the replacement outbuilding would significantly reduce the amount of natural sunlight into the Memorial Hall, thus adversely affecting the building's amenity. The Council respectfully suggests that the applicant consider installing a flat roof as a replacement.

**Clerk's Business:**

- 227** Public Access Defibrillator. The Clerk informed members that the new defibrillator cabinet had been installed and that defibrillator training would be arranged in due course.
- 228** City Hall inner and outer doors. Wes Spees email of 7<sup>th</sup> August 2017 regarding propping the doors open. It was RESOLVED to try and keep the new glass doors closed, and to not allow customers to prop the doors open.
- 229** Meeting with Dafydd Llywelyn, the Police and Crime Commissioner for Dyfed-Powys regarding St Davids Police Station. The Clerk advised members that the Mayor, Cllr Halse and herself had attended the meeting with Mr Llywelyn to discuss the future of the former Police Station. A letter would be sent to the City Council in due course with more information and so it was RESOLVED to defer this item for further discussion following receipt of the letter.
- 230** Dean's retirement. The Clerk reminded members that the Dean, Very Reverend DJR Lean will be officially retiring on Sunday 10<sup>th</sup> September 2017. It was RESOLVED to send a card.

**Any other business**

**231** Cllr John reminded members that the roof of the kitchen was still leaking and required fixing. It was RESOLVED to include this as an item on a subsequent agenda.

**232** Cllr John reminded members that the bollards had not been installed at Whitesands.

**233** Cllr Williams reported that the signs outside the Rugby Club were obstructing the view of drivers.

There being no further business the meeting closed at 8.30pm

Signed .....

Date .....

Chair

**Minutes of the Second Monthly Meeting of the Council on Monday 18<sup>th</sup> September 2017 in the Council Chamber at 7.00pm**

**Present:** Mayor BT Price, Deputy Mayor MJ Chant, ES Evans, DJH George, MC Gray, DB Halse, FD John, JG Lloyd, BS Sehmi, RT Thornton, S Williams with JE Foster (Clerk) and PL Evans (Responsible Finance Officer).

**234 Apologies for Absence:** DJ Griffiths

**235 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.

235.1 Cllr Evans declared a personal interest in relation to Item 3.1.

235.2 Cllr Gray declared a prejudicial interest in relation to Item 7 and left the Council Chamber while the item was discussed.

### **Matters Arising**

**236 DIARY DATES** Members were reminded of the following events:

236.1 Pembrokeshire County Council Local Development Plan Annual Monitoring Report 4 – Stakeholder Seminar on Tuesday 19<sup>th</sup> September 2017 at 10.00am in County Hall. Sara Morris email of 7<sup>th</sup> September 2017 was received.

236.2 Opening of Sidney Nolan and Graham Sutherland: A Sense of Place exhibition on Friday 29<sup>th</sup> September 2017 at 6.00pm at Oriel Y Parc. All Members were invited to attend. The Mayor agreed to attend.

236.3 A Journey of World Music on Saturday 7<sup>th</sup> October 2017 at 7.30pm in St Davids Cathedral. All Members were invited to attend. The Mayor, Deputy Mayor, Cllr Williams, Cllr Gray and Cllr Lloyd agreed to attend.

**237 ST DAVIDS 3-16 VA SCHOOL** Redevelopments to the Ysgol Dewi Sant site and re-location of pupils to Tasker Milward school site temporarily whilst this work is being undertaken.

237.1 NP/17/0532 Remodelling of school – will comprise of demolition of classroom block 4, 2 science blocks and removal of asbestos; provision of new 10 classroom block; the upgrading of existing kitchen and existing toilets at Ysgol Dewi Sant. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. The City Council further considered that the development would help to sustain the economic and social well-being of the local community. It was RESOLVED to support the application.

237.2 Ysgol Dewi Sant School Council. Linzi Morris email of 14<sup>th</sup> September 2017 New School Council representatives. It was RESOLVED to invite the new School Council representatives to attend a meeting of the City Council.

**238 MEMORIAL PLAYING FIELD**

238.1 Replacement of missing and damaged parts. The Clerk informed members that the Lappset parts had arrived and that they had been installed by Cllr John and Cllr Chant.

238.2 Gate in toddler area. Cllr John agreed to fix the gate.



**239 SKATE PARK**

239.1 The Development Grant application. The Clerk informed members that the City Council had not been successful with the grant application, due to the limited funds available and the type of project we were putting forward. The organisation had advised that we consider applying for other grants.

239.2 Alexander Davies email of 13<sup>th</sup> September 2017 regarding Sports Wales Development Grant application. The Clerk informed members that the City Council had been advised to apply for a more substantial grant which is better suited to larger projects. It was RESOLVED for the Clerk and Responsible Finance Officer to complete a second grant application.

**240 STAFF CONTRACTS** – 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.

**241 WEBSITE UPGRADE** Angus Findlay email of 5<sup>th</sup> September 2017 Initial website design and images of the initial design of the new City Council website were received. It was RESOLVED to approve the new website design and layout. The Clerk advised members that the content would be altered before the website went live and that the Council staff would be provided with training on how to update the website in due course.

**242 ST DAVIDS FORMER POLICE STATION** 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.

**243 CHRISTMAS EVENTS 2017** Members confirmed the following dates:

- I.1. Festival of Trees – Thursday 30<sup>th</sup> November – Saturday 2<sup>nd</sup> December. The Mayor informed members that a meeting would be held on Wednesday 20<sup>th</sup> September at 7.00pm in the Grove Hotel.
- I.2. Christmas Lighting Ceremony & Father Christmas' Grotto – Saturday 2<sup>nd</sup> December. It was RESOLVED for the Clerk to contact Paul Taylor regarding the lights and to contact Audrey James regarding the Christmas tree.
- I.3. Christmas Market – Saturday 2<sup>nd</sup> December. It was RESOLVED to arrange a Christmas market and to check that the stall holders would like to attend.
- I.4. Civic reception – Friday 8<sup>th</sup> December. It was RESOLVED to ask Richard Davies for a quote for a buffet for 100 people.
- I.5. Senior Citizens' Christmas Lunch – Wednesday 13<sup>th</sup> December. It was RESOLVED to change the date of the lunch to Wednesday 6<sup>th</sup> December 2017.

**Correspondence:**

**244** Alan Jones letter of 18<sup>th</sup> July 2017 Glasfryn Road Development was received.

**245** Tracey Setterfield email of 24<sup>th</sup> August and Alyson Thomas email of 7<sup>th</sup> September – Welsh Government White Paper Consultation Services fit for the future, a copy of letter from the Chief Officer and briefing was received.

**246** Paul Egan email of 30<sup>th</sup> August 2017 Reform of Data Protection Legislation and a copy of the NALC legal briefing - information on changes to the data protection legislation was received. It was RESOLVED for the Clerk to look into the changes to the data protection legislation and determine what legal requirements the City Council will have to adhere to.

**247** David Lloyd copy email of 9<sup>th</sup> September 2017 proposed pavement at Quickwell Hill was received.

**248** Steve Probert email of 11<sup>th</sup> September 2017 Round Ramsey Rowing Race change of date– request for parking at Whitesands was received.

**Planning:**

**249** NP/17/0516 Amendment to existing sign. Aluminium sign detailing deliveries entrance at Twr-Y-Felin Hotel, Caerfai Road, SA62 6QT. 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.

**250** NP/17/0526 Lime Harling & limewash to north & west elevations at The Manse, Caerfarchell, SA62 6XG. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. The City Council further considered that the proposed work would improve the site's visual appearance. It was RESOLVED to support the application.

**251** NP/17/0535 Demolition of existing dwelling & erection of new dwelling at 5 Brynteg, SA62 6SQ. 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.

**252** NP/17/0554 Removal of hedgerow at Penlan Farm, Feidr Chwech-erw, 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.

**Clerk's Business:**

**253** Meeting dates for October to be confirmed. The Clerk advised members that she would be taking annual leave on Monday 2<sup>nd</sup> October 2017. It was RESOLVED to have the first Meeting of the Month on Tuesday 3<sup>rd</sup> October 2017. The second meeting would remain the same.

**254** City Hall foyer notice boards. It was RESOLVED for Cllr Sehmi to organise the notice boards.

**255** Coffee and Chat morning. The Clerk advised members that a risk assessment had been completed and that a Councillor would need to be present every week if they would like to serve hot drinks. Cllr John informed members that he would be starting back on Wednesday 27<sup>th</sup> September 2017. It was RESOLVED that the Responsible Finance Officer would purchase milk and newspapers.

**256** Flowers for the Memorial Gardens. It was RESOLVED for the Clerk to order the daffodils for the Memorial Gardens.

**Any other business**

**257** Cllr Thornton reminded members that the intercom still had not been fixed. It was RESOLVED for the Clerk to order a new one.

There being no further business the meeting closed at 8.20pm

Signed .....  
Chair

Date .....