

**Minutes of the Monthly Meeting of the Council on Monday 14<sup>th</sup> May 2018 in the Council Chamber at 7.15pm**

**Present:** Mayor MJ Chant, Deputy Mayor FD John, ES Evans, DJH George, DJ Griffiths, MC Gray, JG Lloyd, BT Price, BS Sehmi, RT Thornton with CH Gray, JE Foster (Clerks) and PL Evans (Responsible Finance Officer).

**66 Apologies for Absence:** DB Halse, S Williams.

**67 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.

67.1 Cllr Evans declared a personal interest in relation to Item 97.

**68 Confirmation of Minutes for:-**

68.1 The Council Monthly Meeting on Monday 9<sup>th</sup> April 2018 were RESOLVED to be approved.

68.2 The Second Meeting of the Month on Monday 23<sup>rd</sup> April 2018 were RESOLVED to be approved.

**Matters Arising**

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

69.1 Hywel Dda – Our Big NHS Change Drop In Session on Tuesday 15<sup>th</sup> May 2018 at 2.00pm – 7.00pm in Letterson Memorial Hall. Hard copies of the consultation documents are available in the Council Chamber. It was RESOLVED to formulate a collective response at a meeting of the City Council in June.

69.2 Hywel Dda – Our Big NHS Change Drop In Session on Thursday 14<sup>th</sup> June in City Hall – 2.00pm – 7.00pm. It was RESOLVED to advertise this session on the City Council's website and facebook page, and to display posters outside the City Hall.

**70 SKATE PARK** Kath Cohen e-mail of 9<sup>th</sup> May 2018 regarding the installation of equipment was received. The Clerk advised members that due to the unfortunate weather, the works had been delayed and it was anticipated that the tarmac would be completed on Friday 18<sup>th</sup> May 2018, with the base layer being redone.

70.1 Mr Murphy quote of £2415.00 for hardstanding at the entrance to Waun Fawr was RESOLVED to be approved and permission was granted to proceed with the works.

70.2 Skate Park signage. It was RESOLVED to position a stone at the entrance to Waun Fawr and attach a slate sign engraved by Cllr Gray, with words to the effect 'Provided by St Davids City Council'.

70.3 Safe Routes In The Community Scheme – The Clerk confirmed that a shared use pavement from the Rugby Club to Waun Fawr had been included within the plan. Cllr Gray reported that Phil Leggett of Pembrokeshire County Council had informed him that while the SUP had been included on the plan, PCC were hoping to negotiate with the Rugby Club to ascertain whether the hedge could be set further back in order to accommodate a more substantial pavement.

70.4 Street lights at Waun Fawr – It was RESOLVED to apply for grant funding from the second home tax to have three street lights installed at the site, one by the entrance and one either side of the skate facilities.

**71 COMMUNITY DOG WATCH SCHEME** The Clerk advised members that there had been very little interest to date.

71.1 Nicola Davies e-mail of 26<sup>th</sup> April 2018 regarding the scheme and traffic issues at Pen Y Garn was received. It was RESOLVED to request additional traffic management signs at Pen Y Garn.

71.2 Additional refuse bin. It was RESOLVED to request two additional bins, one adjacent to the Bishop's Palace and one adjacent to Y Bont.

## 72 CITY HALL

- 72.1 Nativity and Welsh Dragon backdrop curtain – update following meeting with Andrew Sturley on Friday 27<sup>th</sup> April 2018. The Clerk advised members that a projector would be prohibitively expensive and that the layout of the hall is not suitable. Mr Sturley suggested that the Council order backdrop curtains through the Torch Theatre, the estimated cost would be significantly less than the cost of ordering one online and the curtains would be bespoke. It was RESOLVED to contact Mr Sturley to obtain a quote for two bespoke backdrop curtains.
- 72.2 Storage units in drop-in - supplementary quotes awaited. It was RESOLVED to proceed with ordering the original cupboards at a cost of £891 + VAT and to contact Mr Simon Morgan to relocate the radiator.
- 72.3 Muslin ceiling curtain for functions in the city hall – It was RESOLVED to obtain a quote.

## 73 FOUNTAIN ON CROSS SQUARE

- 73.1 Fountain –The Clerk reported that Came and Company had confirmed that the fountain being in use would not impact on the Council's Public liability insurance policy. It was RESOLVED to reinstate the chains on the surrounding frontage and to replace the 'not drinking water' signs.  
It was further RESOLVED to obtain a quote for a replacement man whole cover.
- 73.2 Outside tap – Cllr Gary reported that the existing water supply could easily provide an outside tap. It was RESOLVED to ascertain the cost of installing an auto release tap.

**74 BRYN TEG PLAYING FIELD** Survey response deadline is Wednesday 9<sup>th</sup> May 2018 and the responses will be collated for the subsequent meeting of the City Council on Monday 4<sup>th</sup> June 2018.

- 74.1 Cllr John reported that the rocking horse had been damaged last week and it was RESOLVED for the Clerk to report the damage to Pembrokeshire County Council.

**75 POST OFFICE COUNTER AT CKS SUPERMARKET** Maria Wilkins e-mail of 25<sup>th</sup> April 2018 regarding CCTV above Post Office counter in St Davids branch was received.

## 76 TRAFFIC MATTERS

- 76.1 Tourist directional sign – no progress to date. It was RESOLVED to defer this item to a subsequent meeting of the City Council, pending a response from the Highway Authority.
- 76.2 Safety Bollards at Whitesands – Gavin Pritchard e-mail of 8<sup>th</sup> May 2018 was received.  
76.2.1 Quote received from Vince Hopson for £713.40. It was RESOLVED to approve the quote and to proceed with the installation of the bollards.
- 76.3 Glasfryn cycle path at Oriel Y Parc/Glasfryn Road roundabout – The Clerk confirmed that no further information had been received to date. It was RESOLVED to pursue the matter with the Highway Authority.
- 76.4 Parking bay adjacent to Oriel Y Prac – David Lloyd e-mail of 10<sup>th</sup> May 2018 confirming that the space was to be a 30 minute limited waiting bay was received.
- 76.5 Speeding on Nun Street – It was RESOLVED to contact Dyfed Powys Police to ascertain what happened to the speed gun that the City Council contributed to.

**77 LIST OF APPROVED CONTRACTORS** Replies still awaited from some of the contractors. It was RESOLVED to defer this item to a subsequent meeting of the City Council.

## 78 GENERAL DATA PROTECTION REGULATIONS

- 78.1 GDPR training meeting on Tuesday 22<sup>nd</sup> May 2018 at 3.00pm in the Picton Centre. Clerk and Deputy would attend the presentation.

- 78.2 Eunice Prout e-mail of 9<sup>th</sup> May 2018 GDPR support service – appointment of a Data Protection Officer. It was RESOLVED to enter into a Service Level Agreement with the County Council to provide a DPO, pending confirmation of the cost.
- 79 TOILET PROVISION AT ST JUSTINIANS** Andrew Westman e-mail of 4<sup>th</sup> May 2018 confirming that the PBOA had contributed £2365.33 towards the cost of toilet provision was received.
- 80 PCNPA LOCAL DEVELOPMENT PLAN**
- 80.1 Martina Dunne letter of April 2018 and Emma Evans e-mail of 24<sup>th</sup> April 2018 were received. It was RESOLVED to defer this item for discussion at a meeting on Tuesday 29<sup>th</sup> May 2018 at 4.30pm in the Council Chamber.
- 81 BEE FRIENDLY CITY** Paul McCullough letter of 9<sup>th</sup> May 2018 confirming that St Davids had been appointed as the first Bee Friendly City in Wales was received.
- 82 SCHOOL UNIFORM RECYCLING INITIATIVE** Katherine Pearce e-mail of 8<sup>th</sup> May 2018 confirming that a meeting was convened for 17<sup>th</sup> May 2018 in the Council Chamber was received.
- 83 SAFE ROUTES IN THE COMMUNITY** Sue Lewis e-mails of 30<sup>th</sup> April and 1<sup>st</sup> May 2018 updated proposals. It was RESOLVED to ascertain whether disabled access could be implemented at St Nons Well.
- 84 BENCH IN NEW STREET** – The Clerk reported that a response was still awaited from doctors surgery.

### **Accounts**

- 85 INTERNAL AUDIT.** The Responsible Finance Officer reported that the Internal Audit for March 2018 had been completed satisfactorily. Also he confirmed that the Internal Auditor's Annual Report to the Council had been received.
- 86 Accounts for April 2018.**

INCOME AND EXPENDITURE APRIL 2018			
<b>Balance as at 30/04/2018</b>		£	
	Current A/c	98828.61	
<b>INCOME</b>	Car Park	22298.00	
	City Hall	782.99	
	Cafe	2277.40	
	Market stalls	860.00	
	Miscellaneous	75.00	
	<b>Total</b>	<b>26293.39</b>	
<b>LGA 1972 SEC 137 2018/19 £11624</b>			<b>LGA 1972 Sec 214 Cemetery</b>
	Last month's donations	200.00	Total donated 2018/19
	2018/19 total		
	Balance available	11424.00	
<b>PAYMENTS</b>		£	
	Admin	3020.43	Salaries: Clerk, Asst & RFO
		2675.16	HMRC (NIC & IT)
		87.97	Internet/telephone
		446.64	Stationery etc
		217.20	Computer maintenance
		120.00	One Voice Wales
	Whitesands	3284.70	Attendant's commission
	Playground	16314.00	New matting
		9872.35	Groundwork re Skate Park
	Hall & House	163.81	Caretaker's salary
		1132.24	Br Gas
		154.14	Chubb Fire Ltd
		21.35	D/D Boiler service etc
		2365.34	N J Price (3 bills)
		360.34	Window electrics repairs
		155.54	Supplies
	Mayor's Expenses	403.08	Hotel re Irish visit
	St Justinians		
	Miscellaneous	140.00	Maintenance of flower beds
		444.00	Seat
		124.15	Dwr Cymru
		320.00	Market stalls
		58.00	Postages
		367.21	Renewal of Boiler maintenance contract
		620.00	Exps re Naas visit here
		1177.09	PCC ( Council tax (3))
Minutes 2018 / 2019	<b>Total</b>	<b>44044.74</b>	

It was RESOLVED to approve the accounts for the month and permission was granted to pay.

## 87 DONATIONS:

### 87.1 Requests

87.1.1 Bobath Cymru letter of 17<sup>th</sup> April 2018. It was RESOLVED to donate £50.

87.1.2 St Davids Cathedral Festival letter of 26<sup>th</sup> April 2018. It was RESOLVED to donate £1000.

## Correspondence:

88 Copy letter of 1<sup>st</sup> May 2018 from Darren Thomas to Mrs James - Resident Parking at Pen Y Garn was received. It was RESOLVED to arrange a meeting of the Parking working group.

89 Dr Samantha Langdon e-mail of 2<sup>nd</sup> May 2018 Adders are amazing project was received. It was RESOLVED to invite Dr Langdon to attend a meeting of the city council in July and to pass on the project details to the local schools.

90 John Charles e-mail of 3<sup>rd</sup> May 2018 Permission to display adverts. It was RESOLVED to not to promote his commercial advert.

91 Leigh Hills e-mail of 3<sup>rd</sup> May 2018 Wales & West Utilities engagement event was received.

92 Katie Withington e-mail of 8<sup>th</sup> May 2018 Request to erect signage. It was RESOLVED to refuse permission for a sign to be placed on the Cross Square. It was further RESOLVED to refuse permission for a sign to be erected on the front of the City Hall.

## 93 Reports from Members representing the Council:-

93.1 St Davids Christmas Tree Association. Nothing to report.

93.2 St Davids Day Celebration Group. Nothing to report.

93.3 St Davids Day Centre for the Elderly. Cllr Price reported that the group had been for lunch at Trefin earlier today.

93.4 St Davids Peninsula Tourist Association. Cllr Evans informed members that a meeting was due to be held on Wednesday 16<sup>th</sup> May 2018 in the Memorial Hall.

93.5 Porthclais Harbour Authority. Cllr John informed members that a meeting was due to be held on Tuesday 15<sup>th</sup> May 2018.

93.6 St Davids - Matsieng Lesotho Link. The Clerk reported that a meeting was due to be held on Thursday 17<sup>th</sup> May at 7.00pm in the Council Chamber.

93.7 Youth Drop In. Nothing to report.

93.8 Ysgol Bro Dewi Governor. The Clerk reported that a formal publication would be provided at next meeting regarding the school situation.

93.9 Planed Community Forum. Benjamin Thorndyke e-mail of 26<sup>th</sup> April together with Paul Edey e-mail of 10<sup>th</sup> May 2018 were received. Cllr Sehmi reported that a meeting was being held on Thursday 17<sup>th</sup> May 2018. Furthermore, a Planed meeting was due to be held on Tuesday 29<sup>th</sup> May 2018 in the City Hall regarding the action plan. Cllr Sehmi reported that the Awareness day had been a success and they had raised over £500 for the Jeffery Davies arts grant.

93.10 Porthstinan Boat Owners Association. Greg Morgan e-mail of 4<sup>th</sup> May 2018 Invitation to attend Stakeholder meeting on 23<sup>rd</sup> May 2018. Cllr Price and Cllr Chant agreed to attend.

93.11 Porthmawr Surf Life Saving Club. Cllr Gray reported that everything was going well with the Club.

93.12 Bws Y Bobl. Cllr George and Cllr Gray confirmed that everything was going ok with the new bus.

93.13 Music and Arts Festival. Cllr Chant reported that the festival is taking place on 13<sup>th</sup> – 15<sup>th</sup> July 2018 and that one of the events would be held on Ramsey again this year. The group had managed to receive funding for printing and advertising.

- 93.14 City of Culture. Cllr Chant reported that the next meeting is being held on Monday 11<sup>th</sup> June 2018.
- 93.15 Coffee and Chat. Cllr John reported that it was going well and there had been a good attendance.

**94 County Councillor's report:**

Cllr Lloyd expressed his concerns regarding the persistent dog fouling at the Hafan, and that he had been contacted by a local resident regarding the issue. The Clerk informed members that this resident had been informed of the community dog watch scheme and had been advised to contact Mr Worbey directly. The Clerk further confirmed that she would put a request for an additional bin outside the Hafan (Bryn Road).

Cllr Lloyd reported that the PCNPA Development Management Committee were meeting on Wednesday 6<sup>th</sup> June 2018 to make a decision regarding the Glasfryn Road project, this meeting will be open to the public.

Cllr Lloyd reported that the building work at the school was on schedule.

**Planning:**

- 95** NP/18/0191 Erection of garden log cabin at Wyncliffe Cottage, Quickwell Hill, SA62 6PD. 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.
- 96** NP/18/0225 Replacement of existing garage with seasonal holiday accommodation unit at 95 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.
- 97** NP/18/0230 Construction of detached, single storey purpose built research & development facility & manufacturing facility at Lower Harglodd, SA62 6BX. 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.
- 98** NP/18/0234/FUL Erection of children's play area within amenity grounds of hotel at Grove Hotel, 51 High Street, SA62 6SB. 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.
- 99** NP/18/0235/LBA Erection of children's play area within amenity grounds of hotel at Grove Hotel, 51 High Street, SA62 6SB. 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.
- 100** NP/18/0244 First floor extension over existing annex, with dormer window at Am Byth, Bryn Road, SA62 6RB. 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.
- 101** NP/18/0247 Change of use from former glass workshop to spa facility at Twll Dwrgi, Goat Street, SA62 6RQ. 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.

**Mayor's business**

- 102** Mayor's Roll of Honour Board – please see photos of sample boards received from Sign It. It was RESOLVED to obtain a quote for board number 3, as well as more contemporary designs.

**Clerk's Business**

- 103** Re-usable Agenda Folders –Viking quote for A4 Zip Conference Folder attached. It was RESOLVED that the Clerk would investigate other technological options.
- 104** Link Officer meeting on Friday 18<sup>th</sup> May at 2.00pm in County Hall – please see Dr S P Jones letter of 24<sup>th</sup> April 2018. Clerk and Deputy Clerk will attend.

**Any Other Business**

- 105** Cllr Chant requested that tree planting be included on the next agenda.
- 106** Cllr Evans informed members that Japanese cherry blossom trees are hardy and non-invasive.
- 107** Cllr Price requested the use of 100 chairs for the Rumble in the Rhosson Boxing event on Saturday 19<sup>th</sup> May 2018. It was RESOLVED to approve the request as a one off permission, with Cllr Price being liable for any damage to the chairs.
- 108** Cllr Evans reported that a protest against the proposed reduction in services at Witybush Hospital was to take place on Saturday 16<sup>th</sup> June 2018 at Witybush.

There being no further business the meeting closed at 8.55pm

Signed .....  
Chair

Date .....

**Minutes of the Second Meeting of the Council on Tuesday 29<sup>th</sup> May 2018 in the Council Chamber at 4.30pm**

**Present:** Mayor MJ Chant, Deputy Mayor FD John, ES Evans, MC Gray, DB Halse, RT Thornton with CH Gray, JE Foster (Clerks).

**109 Apologies for Absence:** DJH George, DJ Griffiths, JG Lloyd, BT Price, BS Sehmi, S Williams.

**110 Declarations of Interest:** Members are requested to identify any declarations of personal or prejudicial interests that they might have in relation to items on the agenda.

110.1 Cllr Gray declared a prejudicial interest in relation to Item 111 and left the meeting.

**Matters Arising**

**111 LOCAL DEVELOPMENT PLAN**

111.1 Sarah Hirst e-mail of 19<sup>th</sup> April 2018 Land allocations update. It was RESOLVED to make the following comments and recommendations:

111.1.1 Land allocations:

111.1.1.1 HA789 Adjacent to Ysgol Bro Dewi - retain the site in the LDP as housing allocation having received a pre-application in January 2018 to develop the site into 9 open market dwellings and 2 affordable homes.

111.1.1.2 EA748 - South of St Davids Assemblies - retain the site in the LDP but change to mixed allocation.

111.1.1.3 MA 746 - Between Glasfryn and Millard Park - retain the site in LDP as mixed allocation.

111.2 Martina Dunne letter (dated April 2018) LDP Replacement Deposit Plan together with extracts of the LDP Phase 1 and Phase 2 (Deposit Plan) relating specifically to St Davids was received. It was RESOLVED to make the following comments and recommendations:

111.2.1 Local Development Plan

111.2.1.1 Extend the centre boundary to include the designated green space.

111.2.1.2 Extend the centre boundary between the Fishguard and Haverfordwest main road to include land to the east of Glasfryn, in particular the 2 fields immediately east of the St Davids Assemblies. Allocate the land for both Housing and Employment.

111.2.1.3 The Council would like to see more land become available for seasonal parking in St Davids within walking distance of the city centre.

111.2.1.4 The Council would like to see St Justininas included in the LDP because of the employment and commercial activity that takes place there and would like the LDP to reflect the need for seasonal parking and permanent toilet facilities as the site develops. The demand for seasonal parking is paramount at the height of the summer when traffic congestion poses a risk to the emergency access at the RNLI station; seasonal green field parking in the 2 fields closest to the commercial slip way would resolve the problem.

111.2.1.5 The Council would like to retain areas or pockets of green space between the proposed housing sites.

111.2.1.6 The Council would not like to see development encroach the Cathedral Close or land extending to the west of it.



111.3 Cllr Emma Evans e-mail of 24<sup>th</sup> April 2018 Comments regarding the revised LDP was received and it was RESOLVED to endorse the following comments and to incorporate them into the City Council's corporate response:

- 111.3.1 Pg 19, Section D: this section references employment & the need to support the creation & maintenance of a diverse, viable & sustainable local economy, with a key outcome of safeguarding existing employment sites. I think this is a vitally important point to support, particularly in light of St Justinians.
- 111.3.2 Pg 31 St Davids, Para 4.38: ref should be made to our strong community, primary & secondary schools & abundance of local services & facilities, including a supermarket, bank, post office, shops, pubs, community halls, doctors surgery etc...
- 111.3.3 Para 4.39 Issues for St Davids: this should include provision of housing for locals, young & old. Sustaining our local community & language & culture through sustainable development & appropriate growth. I also think it should reference small scale employment units.
- 111.3.4 There is reference here to St Justinians & Whitesands beach, but the Cathedral & OYP are also major tourist attractions, along with the dramatic & beautiful coastline surrounding the peninsula. There is reference here to traffic management being an issue, I would suggest it is lack of parking is the issue not traffic management.
- 111.3.5 Para 4.40: St Davids is a City not a town! There is ref here to the Cloisters Project & OYP - aren't these now complete?! This should also reference support for the local economy & sustainable local business, retail, etc. There is also a reference here to 'Traffic management measures' at St Justinians! This section should also reference our desire to create a quality visitor experience.
- 111.3.6 Para 4.42 Rural Settlements - it is disappointing that the strict interpretation means no villages in the parish (except St Davids) can have housing development. In order to sustain the local community they must be allowed to grow. Our parish is not a chocolate box image, it is a living & working community.
- 111.3.7 Footnote 55 - I think this should include village greens, farm shops, a local milk round etc then a settlement like Caerfachell would be included.
- 111.3.8 Linked to this there is very little growth in our adjoining communities, Solva for instance doesn't have a housing allocation - I think this is very bad news in terms of sustaining our communities, their facilities & most importantly our schools (Pg 114). The Council RESOLVED that they would like to see more candidate sites brought forward in the outlying hamlets such as Whitchurch, Caerfachell etc, and noted with disappointment that the Plan did not include any new housing sites in Solva.
- 111.3.9 Para 4.65 Should reference St Davids distinct character, & the historic & religious significance which make it a local & tourist hub.
- 111.3.10 Pg 56, Policy 19 & Policy 44: Porthclais is not recognised as a harbour in any of these & therefore is not protected to sustain harbour activities. St Justinians is not recognised either - we need to look at this! The Council RESOLVED to insist that both harbours were included on the LDP in order to secure formal recognition of their status which would help to protect the maritime activities that take place at each of the sites.

There being no further business the meeting closed at 5.40pm

Signed .....

Chair

Date .....