

Minutes of the Monthly Meeting of the Council on Monday 12th April 2021 via Zoom at 7.00pm

- 1 Present:** Mayor BS Sehmi, Deputy Mayor AC York, MJ Chant, ES Evans, DJH George, DJ Griffiths, DB Halse, D John, JG Lloyd, BT Price, RT Thornton, with CH Gray (Clerk) JE Foster (Deputy Clerk) and PL Evans (Responsible Finance Officer).

Also present was County Councillor DB Lloyd.

- 2 Apologies for Absence:** S Williams

- 3 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.

3.1 Cllr Price declared a prejudicial interest in relation to Item 23 and left the meeting while the item was discussed.

- 4 Confirmation of Minutes for:-**

4.1 The Council Monthly Meetings on Monday 15th March 2021 were RESOLVED to be approved.

4.2 The Second Meeting of the Council on Monday 29th March 2021 were RESOLVED to be approved.

Matters Arising

- 5 CITY HALL CARETAKER** As part of the staff contingency plan the Council RESOLVED to consider terms of employment that would relate to the position of City Hall caretaker and to include it as an agenda item on the following monthly meeting.

- 6 COUNCIL CHAMBER INTERNET CONNECTION** Pembrokeshire IT e-mail of 7th April 2021 containing a quote for updating the internet router and service provision. It was RESOLVED for the Clerk to obtain several quotes from different internet providers.

- 7 TEMPORARY ONE WAY SYSTEM**



Tim Foster, Freya Dixon and Tom Lavin e-mails of 25th, 26th and 29th March 2021 concerning the impact of the traffic system on Nun Street together with Stephen Benger response of 5th April 2021 were received. It was RESOLVED to approve the use of the temporary kerb paving as opposed to baulks. It was further RESOLVED to request that better signage be implemented.

- 8 ST DAVIDS CITY NEWS** Date for next publication. It was RESOLVED to include this as an item on the agenda for the Council monthly meeting in May.

- 9 WHITESANDS CAR PARK**



Minut

8.1 Bins set alight outside café. Kenny Richards e-mail of 7th April confirming that temporary bins have been installed and permanent replacements have been ordered.

8.2 Overnight camping. Debora James e-mail of 5th April 2021 regarding campervans sleeping in the car park unlawfully was received. It was RESOLVED to report the matter to the police. It was further RESOLVED to issue penalty notices on vehicles parked overnight.

- I0** ST DAVIDS CITY COUNCIL FACEBOOK PAGE It was RESOLVED to update the page settings ensuring that all posts were made by the City Council's profile.
- I1** CLEANING STREET SIGNS The Clerk informed Members that a request had been made to the Probation Service regarding sign cleaning as part of the Community Service scheme and that a response was still awaited.
- I2** REGISTRATION OF COUNCIL PROPERTY The Clerk confirmed that all of the property that the City council owns or has a legal interest in is registered with HMLR and the Official Copies of the Register and Plan for each title deed are stored electronically and a hard copy in the safe.

Finance

- I3** The Responsible Finance Officer confirmed that the Internal Audit for February 2021 had been completed successfully.
- I4** Accounts for March 2021 were RESOLVED to be approved and permission to pay was granted.

15 Report from the Responsible Finance Officer**Councillors**

As you are aware I have been appointed to take over the role of the RFO from Paul with effect from 1st April 2021. With the appointment comes the mechanics of the “change-over” of roles from Paul to me and as from 1st April I acknowledge that I take responsibility for this.

In an ideal world a change-over such as this would have been a smooth affair and would have taken place over the preceding month or so as I would have begun to be introduced to the various aspects of the role.

Unfortunately, because of the huge restrictions that the COVID pandemic has placed on us, this change-over has not progressed as easily as Paul and I would have liked. Because of these restrictions, the normal collaborations that we would have liked to have had – during which Paul and I could have met and discussed the details of the changeover - have not been able to take place.

During the preceding months there has been no opportunity for me to be able to “sit down” with Paul and observe the procedures in place to familiarise myself with the software packages (REALTUS & SAGE) that are in use. There has been no opportunity for me to “shadow” Paul during March to enable me to follow the day to day procedures and reconciliations that he undertakes.

There been no opportunity to follow up on the report preparations that normally take place, nor have I had the opportunity to be involved in preparing the routine VAT, Tax and NI submissions to HMRC. Consequently I have found myself in the position of taking up the RFO role with none of the opportunities that would normally be made available to an incoming officer.

Notwithstanding these obstacles Paul has done his utmost to try to provide me with as much help as has been possible and towards the end of March I have also been able to take advantage of an on-line training course provided by REALTUS.

A changeover of this kind of role is always a “transitional” one; it is not one where the outgoing officer finishes on “the 31st” and the incoming officer takes up the reigns on the “1st”. The nature and issues of the changeover along with Paul’s responsibilities to prepare year-end figures up to the last day of his tenure on 31st March means that the change-over takes a little time to progress.

There are a number of key issues that need to be addressed during the changeover involving the migration of the accountancy packages that I have referred to and also changes of “signatories” on various accounts such as HMRC and NEST (staff pensions) for example.

Crucially once my tenure began it became possible to “migrate” the REALTUS and SAGE software to my designated laptop from Paul’s PC so that from that migration date both Paul and I have independent access to the software. From that date the migration will still allow Paul continued access to the system to complete the year-end reconciliations if needed and at the same time will enable me to be involved in the new financial year “set-up” and to begin to access and input current year data.

This initial aim is to arrange with the REALTUS team for the migration to take place during the week commencing April 12th. This will enable Paul to “shadow” me for a time and during that time we can also work together on the other change-over issues relating to authorities and signatories etc. During this time we will also make arrangements for the “migration” of access to the SAGE software package from Paul to myself.

Crucially however – as a matter of assurance - alongside all of the issues referred to above I will continue with Paul’s impeccable practice of maintaining a manual cash-book. This means that during the interval when the migration of the REALTUS package and subsequently the SAGE package is waiting to take place a full accounting record is being maintained and the integrity of the council’s finances is not compromised at any time.

Will Mann

RFO

6th April 2021

16 DONATIONS:**16.1.1 Requests**

Pembroke Town Council e-mail of 7th April 2021 was received.

16.1.2 Thanks

Correspondence:

- 15** Cllr Evans e-mail of 29th March 2021 St Davids Recycling Centre was received. County Councillor David Lloyd confirmed that there were no plans to close the Recycling Centre in St Davids.
- 16** Mid & West Wales Fire & Rescue Service Corporate Plan 2021-2026 was received.
- 17** Sinead Henehan e-mail of 6th April 2021 Crime & Disorder survey was received.

17 Reports from Members representing the Council:-

- 17.1 St Davids Christmas Tree Association. No meeting has been held.
- 17.2 St Davids Day Celebration Group. Keith Blundell e-mail of 25th march 2021 invitation to Zoom meeting on 13th April was received. The Clerk agreed to e-mail members the Zoom link to the St David's Day Event Workshop.
- 17.3 St Davids Day Centre for the Elderly. Nothing to report.
- 17.4 St Davids Peninsula Tourist and Traders Association. Cllr Evans reported that a meeting was to be held on Wednesday 14th April.
- 17.5 Porthclais Harbour Authority. Cllr John reported that members continued to be concerned about the sewage system. It was RESOLVED to contact Dwr Cymru to confirm that the system upgrade had been installed.
- 17.6 St Davids - Matsieng Lesotho Link.
- 17.7 Youth Drop In. Noting to report.
- 17.8 Ysgol Penrhyn Dewi Governor. Cllr Halse reported that pupils were expected to return to school tomorrow.
- 17.9 St Davids Community Forum. Nothing to report
- 17.10 Porthstinan Boat Owners Association. Nothing to report.
- 17.11 Porthmawr Surf Life Saving Club. Noting to report.
- 17.12 Bws Y Bobl – update regarding the Bws has been formally requested.
- 17.13 Music and Arts Festival. Noting to report.
- 17.14 Re-discovering Ancient Connections. Nothing to report.
- 17.15 Coffee and Chat. Nothing to report.
- 17.16 St Davids Befrienders. Cllr York reported that the People's Shed was doing well. Cllr Price reported that the Meals on Wheels scheme was to launch on 21st April with 15 meals being delivered.

18 County Councillors report:

- 18.1 Cllr Lloyd reported that a new chief Executive had been appointed at Pembrokeshire County Council and that council members were very optimistic about the appointment and were very much looking forward to working with him.
- 18.2 Cllr George requested that Cllr Lloyd urge the Highway Authority to undertake repairs to the A487 running from Nine Wells to Llanungar Lane as a matter of urgency; Cllr Lloyd assured members that he would.

Planning:

- 19** NP/21/0174 Demolition of existing farmhouse and construction of replacement farmhouse at Porthclais, 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. Cllr Price was absent from the meeting whilst this item was discussed and a decision was made.
- 20** NP/21/0176/FUL Proposed demolition of garage / storage units, and construction of live work unit at land to the rear of 89 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.
- 21** NP/21/0184/FUL Single story extension, minor internal works and new door to proposed utility room to Brecon House, The Close, SA62 6PE. 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.
- 22** NP/21/0185/LBA Single story extension, minor internal works and new door to proposed utility room to Brecon House, The Close, SA62 6PE. 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.
- 23** NP/21/0209/ Re-build of existing wall and new steps (to replace timber steps) at 47 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.

There being no further business the meeting closed at 8.40pm.

Signed
Chair

Date

Minutes of the Second Monthly Meeting of the Council on Monday 26th April 2021 via Zoom at 7.00pm

24 Present: Mayor BS Sehmi, Deputy Mayor AC York, ES Evans, DJH George, DJ Griffiths, DB Halse, FD John, JG Lloyd, BT Price, RT Thornton, with CH Gray (Clerk) JE Foster (Deputy Clerk) and PL Evans (Responsible Finance Officer).

25 Apologies for Absence: MJ Chant, S Williams.

26 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.

Matters Arising

27 COMMUNITY EVENT Members were joined by Mr Tim Rees to discuss to the proposed fire sculpture at Whitesands for 2021 and RESOLVED to endorse their support for a beach event pending Mr Rees obtaining permission from Pembrokeshire Coast National Park Authority for the sculpture to be erected on the shore.

28 AFFORDABLE HOUSING – Mark Lewis of Ateb e-mail of 21st April 2021 containing proposed local lettings scheme relating to Swn Y Mor – Glasfryn Road was received. The Council considered the scheme and RESOLVED to endorse the recommendation, on the proviso that the “Local” communities include St Davids and Cathedral Close, Solva and **the Parish of Llanrhian**.

29 BWS Y BOBOL Hatti Woakes e-mail of 21st April 2021 confirming that eh Bws was currently being utilised by PACTO and PVT as back up for the Fflecsi bus scheme was received.

30 ST DAVIDS MEMORIAL PARK Report following site visit with Mr Mike Sheppard on Thursday 15th April 2021.

30.1 Mike Sheppard e-mail of 30th March 2021 possible locations for a new bench (donated from St Davids Playgroup) and plan attached was received and it was RESOLVED to install a new bench in the toddler area.

30.2 Mike Sheppard e-mail of 16th April outlining the necessary repair work to the park equipment and was received and it was RESOLVED to grant permission for the necessary repairs and maintenance to be undertaken.

31 IN PERSON COUNCIL MEETINGS Response awaited from One Voice Wales. It was RESOLVED to hold the following monthly meeting of the City Council together with the Annual meeting in person as soon as COVID restrictions permit.

32 WHITESANDS CAR PARK Richard and Charlotte Davies e-mail of 21st April 2021 proposal to utilise space in front of café by PCNPA Wardens was received and RESOLVED to be deferred to the following meeting.

Correspondence:

- 33** Andrew Holmes e-mail of 15th April 2021 Requesting permission to site a funfair at Waun Fawr for the month of August was received and it was RESOLVED to approve the request.
- 34** Ruth Jones e-mail of 15th April 2021 Ancient Connections Sound Walk Commission was received.
- 35** Sophie O'Connor e-mail of 16th April 2021 Temporary Road Closure – Goat Street. Copy of notice attached. The information was received.
- 36** Cllr Evans e-mail of 19th April 2021 together with Katie Murphy e-mail of 20th April 2021 Community Funding Bid Support was received and it was RESOLVED to support the bid.
- 37** One Voice Wales e-mail of 19th April 2021 containing Jessica Morgan e-mail of 19th April PCNPT Force for Nature Grant Funding was received.
- 38** Julia Horton-Mansfield e-mail of 21st April 2021 Request to hold the Gardeners Market on Cross Square as part of Open Gardens Weekend 2021 was received and RESOLVED to be approved.

Planning:

- 39** NP/20/0545/ADV Land at Glasfryn Road, SA62 6QF Proposed building and directional sign. The application withdrawn.
- 40** NP/21/0240/S73 Variation of Condition No2 to allow an amended design at Llys Y Deryn SA62 6RJ. 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.
- 41** PCC/20/1056/PA Crug Glas SA62 6XX – Agricultural Grain Storage Building. The application was approved.

There being no further business the meeting closed at 8.15pm

Signed
Chair

Date