

Minutes of the Monthly Meeting of the Council on Monday 5th September 2022 in the Memorial Hall at 7.00pm.

Present: Mayor Cllr RJ Thornton, Deputy Mayor Cllr ES Evans, Cllr FD John, Cllr JT Jeremy, Cllr B Lloyd, Cllr C Plant, Cllr BT Price, Cllr R Price, Cllr BS Sehmi, Cllr S Williams, with S Mann (Clerk) and W Mann (Responsible Finance Officer).

54 Apologies for Absence: Cllr DJ Griffiths, Cllr N Walsh.

55 Declarations of Interest: None.

56 Confirmation of Minutes for:

56.1 The Council Monthly Meeting on Monday 4th July 2022. **Not approved.**

57 Matters Arising

57.1 WebAdept Presentation: St Davids City Council Website Update. **RESOLVED** Proposal for £2944.00 accepted.

57.2 Hall Booking Policy; Clerk's recommendation to review potential loss of revenue.

57.2.1 Email from St Davids & Solva Art Group dated 22nd August thanking the council and staff and particularly the hall manager for all help and support during the current exhibition and requesting that the council consider lengthening rental periods so that the group is able to return in 2023. **RESOLVED** Council to reconsider at next monthly meeting.

57.2.2 Letter from local art exhibitor dated 7th July requesting that the council consider lengthening rental periods so that she is able to return in 2023. **RESOLVED** Council to reconsider at next monthly meeting. Letter from local art exhibitor dated 9th July requesting that the council consider lengthening rental periods so that he is able to return in 2023. **RESOLVED** Council to reconsider at next monthly meeting. Letter from Pembrokeshire Craft Makers requesting that the council consider lengthening rental periods so that he is able to return in 2023. **RESOLVED** Council to reconsider at next monthly meeting.

57.3 Pump Track Waunfawr

57.3.1 At the July meeting there were two issues arising from the site meeting with contractor on that morning. (i) The contractor advised that the initial quote would need to be revisited as a consequence of recent fuel and utility price rises. (2) Ecologists Report which was reassuring with regard to the minimal impact of the project upon flora and fauna at Waunfawr. Consequently the meeting **RESOLVED** that the Clerk advise contractor to commence work as soon as possible. However shortly after the meeting it became clear that the existence of a minimal amount of Japanese Knotweed was going to be problematical consequently the contractor was advised not to commence work until further notice. **RESOLVED** Dig and Dump Japanese knotweed removal procedure at £8,760.00. Reapply for grant on receipt of contractor's revised quote.

57.4 Would the council be prepared to consider extending foregoing second monthly meetings until November. The decision in May to forego second monthly meetings in June and July to assist the clerk during the early months of his tenure has been extremely helpful and an extension of this decision would be greatly appreciated. The office is functioning well but there is still a significant

lack of time to address all of the issues that need to be addressed until the Deputy Clerk returns from Maternity Leave. **RESOLVED** Council approved this.

58 Traffic Matters

- 58.1 See enclosed the minutes of the Traffic Meeting held on 13th July. *(Meeting to note the concern of a resident, who called at the Clerk's office, that the Traffic Meeting did not include a visit to Heol Dewi).* **RESOLVED** Clerk to amend and forward minutes to PCC Stephen Benger. Council commented that there were no reported issues calling for a visit to Heol Dewi as part of Traffic Meeting.

59 Council Property

- 59.1 Email from SigmaDisplay dated 12th July confirming that the replacement sign at Whitesands Car Park has been installed. **Council noted this.**
- 59.2 Email from Mr Chris Taylor dated 20th August regarding damage to a memorial bench sited in Quickwell Hill and subsequent emails between Cllrs Thornton and John. The Clerk's office has received the suggestion by Cllr John to replace the damaged bench with an existing metal bench that is available and unused. **Council noted progress.**
- 59.3 Whitesands WiFi (Card Reader)
There has been confusion surrounding the location of the AP which deploys dedicated network for the use of the carpark ticket office card reader.
The original location for an "AP" / Router at Whitesands Cafe was abandoned on the day of installation because the Café was inaccessible and so a shared router was installed elsewhere nearby. The clerk's office has written to the installing contractor asking for more detail regarding this choice and whether the router could be properly re-installed on the cafe but to date it has not received a reply. **RESOLVED** Clerk to pursue contractor's quote.

60 Correspondence

- 60.1 Letter from local resident dated 2nd March regarding the lack of Welsh language signage at Bishops Close Augusta Way and enquiry regarding the council's Welsh Language Policy. **RESOLVED** Clerk to write to local resident explaining that this was the responsibility of PCC which currently has no policy to provide bilingual street signage and that residents living there need to apply for this. Clerk to also inform of Council's Welsh Language Policy.
- 60.2 Letter of thanks from Paul Sartori dated 26th July to Cllr Thornton for his attendance at the 40th Anniversary Memorial Service. **Council noted this.**
- 60.3 Letter from Cerebral Palsy Cymru requesting donation. **RESOLVED** Council to donate £50.
- 60.4 Email from WWF-UK dated 24th August requesting permission to film at the Thursday Market on September 8th. Car y Mor (mentioned in the email) is a regular stall—holder at the market. **RESOLVED** Council approved permission.
- 60.5 Email from PCNPA DATED 7TH July asking whether the council would like to install an internal "Discovery Points Map Panel". **RESOLVED** Clerk to pursue the internal map installation following measurement of chosen location to determine greatest size option.
- 60.6 Email from Save Withybush Campaign dated 8th July requesting support and adoption of a suggested "model motion". **RESOLVED** Council approved to support and adopt "model motion".

- 60.7 Email from Pembrokeshire Community Hub dated 2nd August regarding the “Warm Rooms” project. **RESOLVED** Clerk to reply with council comments to offer existing events.
- 60.8 Email from North Pembrokeshire Transport Forum dated 31st July forwarding its July News Briefing. **Council noted this.**
- 60.9 Email from PCC Highways Maintenance dated 19th August advising that the Salt Bin at The Pebbles is unrepairable and will be removed. Consideration for replacement approximately £190. **RESOLVED** Clerk to forward this issue to St Davids Cathedral.
- 60.10 Letter dated 26th August from the chair of Siop y Bobol requesting permission to decorate the shop. **RESOLVED** Clerk to request quote and timescale for redecoration.
- 60.11 Email from PCC dated 30th August regarding the “Happy to Chat Bench” scheme. **RESOLVED** Council to apply for two benches later this year.
- 60.12 Email from Cllr B Price dated 31st August regarding housing-needs assessment in North Pembrokeshire. **RESOLVED** Cllr B. Price to liaise with Deputy Clerk (maternity leave) providing updates on SDCC Facebook page.
- 60.13 Additional Item requesting support Climate Crisis event on Cross Square. **RESOLVED** Council approved this. Clerk to gain confirmation of event intention to paint pavement only.

61 Reports from Members representing the Council:

- 61.1 St Davids Christmas Tree Association. Arrangements are beginning.
- 61.2 St Davids Day Centre for the Elderly. Nothing to report.
- 61.3 St Davids Peninsula Tourist and Traders Association. Meeting at Oriel y Parc.
- 61.4 Porthclais Harbour Authority. Very busy this season.
- 61.5 St Davids - Matsieng Lesotho Link. Contingency from school visiting Matsieng.
- 61.6 Youth Drop In. Nothing to report.
- 61.7 Ysgol Penrhyn Dewi Governor. GCSE Best results ever recorded by the school.
- 61.8 Porthstinian Boat Owners Association. Toilets dismal this season – need to arrange previous contractors by mid-January 2023.
- 61.9 Porthmawr Surf Life Saving Club. Nothing to report.
- 61.10 Bws Y Bobl. Nothing to report.
- 61.11 Music and Arts Festivals. Cwtch Festival going ahead weekend of October 28th.
- 61.12 Re-discovering Ancient Connections. Many events beginning September 16th.
- 61.13 Coffee and Chat. Cllr Sehmi to arrange ramp for coming into the building.
- 61.14 St Davids Befrienders. Meals on Wheels is back Wednesdays.
- 61.15 One Voice Wales. Meeting October 10th.
- 61.16 Eco Dewi/Bee Friendly. Request meeting with council for Wunfawr management. Great Big Green Week request to place flag on cross square – Council approved this.
- 61.17 Grants Funding Committee. Nothing to report.

62 Accounts

- 62.1 The Responsible Finance Officer reported that the Internal Audit for June & July 2022 had been completed successfully.
- 62.2 The accounts for July & August 2022 were presented by the Responsible Finance Officer and it was **RESOLVED** to be approved with permission to pay.

<u>INCOME AND EXPENDITURE</u>			<u>Jul-22</u>			
Current Account Balance at		31/07/2022		£165,759.00		
<u>RECEIPTS</u>						
City Hall		£2,040				
Whitesands		£39,753				
Street Furniture		£0				
Office & Administration		£128				
Admin staff Costs		£0				
Play Area		£0				
Events and Market		£1,140				
St Justinians		£1,918				
Finance		£0				
<u>TOTAL</u>		<u>£44,979</u>				
LGA 1972 SEC 137 20/21 £12738						
Last month's donations		£500.00				
2022 / 2023	Total	£1,500.00				
Balance available		£11,238.00				
LGA 1972 Sec 214 Cemetery Maintenance						
Total donated 22/23		£0.00				
<u>PAYMENTS</u>			<u>SIGNIFICANT DETAILS</u>			
City Hall	£2,212		£493 Council Tax (Hall & House)			
			£377 Utilities & Heat and Light			
			£1,074 Caretaker Salary & Supplies			
Whitesands	£7,456		£4,605 Commissions			
			£762 Council Tax			
			£1,856 Car Park Maintenance			
			£233 Sign Replacement			
Office & Administration	£1,651		£218 Dragon WiFi Whitesands Charges			
			£488 Councillor Buffet			
Admin staff Costs	£6,852					
Play Area	£199		£199 Football Posts			
Events and Market	£1,234		£825 Market Stalls, setting up & Mtce			
			£223 Jubilee teas & Street Flowers etc			
St Justinians	£1,093		£1,093 Toilet Hire & Cleaning			
Finance	£690		Bank charges			
<u>TOTAL</u>	<u>£21,386</u>					

<u>INCOME AND EXPENDITURE</u>			<u>Aug-22</u>			
Current Account Balance at		31/08/2022		£190,443.82		
RECEIPTS						
City Hall		£450				
Whitesands		£56,752				
Street Furniture		£0				
Office & Administration		£228		Refunds & Misc		
Admin staff Costs		£0				
Play Area		£0				
Events and Market		£1,248				
St Justinians		£0				
Finance		£0				
TOTAL		£58,677				
LGA 1972 SEC 137 20/21 £12738				LGA 1972 Sec 214 Cemetery Maintenance		
Last month's donations		£0.00		Total donated 22/23		£0.00
2022 / 2023	Total	£1,500.00				
Balance available		£11,238.00				
PAYMENTS						
SIGNIFICANT DETAILS						
City Hall		£1,473	£493	Council Tax (Hall & House)		
			£320	Utilities & Heat and Light		
			£660	Caretaker Salary & Supplies		
Whitesands		£11,275	£9,612	Commissions		
			£762	Council Tax		
Office & Administration		£1,271	£360	Councillor Training		
			£446	Includes OneVoiceWales Annual		
Admin staff Costs		£4,417				
Play Area		£136				
Events and Market		£1,347	£1,320	Market Stalls, setting up & Mtce		
St Justinians		£1,351	£1,351	Toilet Hire & Cleaning		
VAT Payment		£12,567				
TOTAL		£33,836				

63 **County Councillors report:** Nothing to report from County Hall. Cllr B. Price report of walk round St Davids with Chief Executive who conveyed dismay at Glasfryn grass neglect.

64 **Planning: Details of these can be found on the PCC NPA website.**

64.1 **NP/22/0406/FUL 12, Maes Y Dre, St Davids, Haverfordwest, Pembrokeshire, SA62 6QQ.** It was **RESOLVED** to support this application.

64.2 **NP/22/0429/FUL 9, Heol Dewi, St. Davids, Haverfordwest, Pembrokeshire, SA62 6NY.** It was **RESOLVED** to support this application.

65 **Mayors Business**

The Mayor's civic service is to take place at 11.15am on Sunday 18th September 2022 at St Davids Cathedral followed by a reception in the City Hall. A quote for the catering has been received for approximately 100 guests at £18 per head. **RESOLVED** Increase budget for civic service to £2,500 annually.

66 **AOB**

66.1 **Item for next agenda:** Need for larger traffic mirror to facilitate visibility during time of heavy traffic manoeuvring out of New Street and into High Street.

66.2 **Information:** "No Dogs in the Hall" sign need replacing.

66.3 **Information:** Appreciation for community spirit during fire behind Nun Street – to be posted on SDCC Facebook page.

Any other business - please see the SLCC advice note below:

The statutory requirement that members have at least three clear days' notice of the business to be transacted means that no business may be transacted at a council meeting other than that specified in the summons. Business conducted without being listed on the agenda (or hidden in another item) may be declared void, if challenged in the Courts. Some councils like to include an item for 'Any Other Business' at the end of the agenda, but this practice is best avoided and should be discouraged unless it is purely an opportunity for information. Every substantive matter which requires a decision must be on the formal agenda.

There being no further business the meeting closed at 10.00 pm

Signed

Date