

To the Members of St Davids City Council

31st August 2022

Dear Member,

You are hereby summoned to attend a meeting of St Davids City Council, convened by the Mayor, Councillor RJ Thornton, to be held in the Memorial Hall, High Street, St Davids on Monday 5th September 2022 at 7.00pm for the transaction of the business set out in the agenda below.

Yours faithfully,



S. Mann Clerk

AGENDA

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

1 Apologies for Absence:

2 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.

3 Confirmation of Minutes for:

3.1 The Council Monthly Meeting on Monday 4th July 2022. **Reference 1**

4 Matters Arising

4.1 WebAdept Presentation: St Davids City Council Website Update.

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

4.2.1 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. **Reference 2**

4.2.2 Letter from Sandra Phillips (art exhibitor) dated 7th July requesting that the council consider lengthening rental periods so that she is able to return in 2023. **Reference 3**

4.2.3 Letter from Andrew Bailey (art exhibitor) dated 9th July requesting that the council consider lengthening rental periods so that he is able to return in 2023. **Reference 4**

4.2.4 Letter from Pembrokeshire Craft Makers requesting that the council consider lengthening rental periods so that he is able to return in 2023. **Reference 5**

4.3 Pump Track Waunfawr

4.3.1 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. **Reference 6**

- 4.4 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.

5 Traffic Matters

- 5.1 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*). **Reference 7**

6 Council Property

- 6.1 Email from SigmaDisplay dated 12th July confirming that the replacement sign at Whitesands Car Park has been installed (See picture enclosed). **Reference 8**
- 6.2 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. **Reference 9**
- 6.3 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 closed 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.

7 Correspondence

- 7.1 Letter from Ms Nia Richards dated 2nd March regarding the lack of Welsh language signage at Bishops Close Augusta Way and enquiry regarding the council's Welsh Language Policy. **Reference 10**
- 7.2 Letter of thanks from Paul Sartori dated 26th July to Cllr Thornton for his attendance at the 40th Anniversary Memorial Service. **Reference 11**
- 7.3 Letter from Cerebral Palsy Cymru requesting donation. **Reference 12**
- 7.4 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. **Reference 13**
- 7.5 Email from PCNPA DATED 7TH July asking whether the council would like to install an internal "Discovery Points Map Panel". **Reference 14**

CYNGOR DINAS TYDDEWI

ST DAVIDS CITY COUNCIL

- 7.6 Email from Save Withybush Campaign dated 8th July requesting support and adoption of a suggested “model motion”. **Reference 15**
- 7.7 Email from Pembrokeshire Community Hub dated 2nd August regarding the “Warm Rooms” project. **Reference 16**
- 7.8 Email from North Pembrokeshire Transport Forum dated 31st July forwarding its July News Briefing. **Reference 17**
- 7.9 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. **Reference 18**
- 7.10 Letter dated 26th August from the chair of Siop y Bobol requesting permission to decorate the shop. **Reference 19**
- 7.11 Email from PCC dated 30th August regarding the “Happy to Chat Bench” scheme. **Reference 20**
- 7.12 Email from Cllr B Price dated 31st August regarding housing-needs assessment in North Pembrokeshire. **Reference 21**

8 Reports from Members representing the Council:

- 8.1 St Davids Christmas Tree Association.
- 8.2 St Davids Day Centre for the Elderly.
- 8.3 St Davids Peninsula Tourist and Traders Association.
- 8.4 Porthclais Harbour Authority.
- 8.5 St Davids - Matsieng Lesotho Link.
- 8.6 Youth Drop In.
- 8.7 Ysgol Penrhyn Dewi Governor.
- 8.8 Porthstinian Boat Owners Association.
- 8.9 Porthmawr Surf Life Saving Club.
- 8.10 Bws Y Bobl.
- 8.11 Music and Arts Festivals.
- 8.12 Re-discovering Ancient Connections.
- 8.13 Coffee and Chat.
- 8.14 St Davids Befrienders.
- 8.15 One Voice Wales.
- 8.16 Eco Dewi/Bee Friendly.
- 8.17 Grants Funding Committee.

9 Accounts

10 Internal Audit for June & July 2022.

11 Financial Statements for July & August 2022

<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			LGA 1972 Sec 214 Cemetery Maintenance			
Last month's donations		£500.00	Total donated 22/23	£0.00		
2022 / 2023	Total	£1,500.00				
Balance available		£11,238.00				
<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				

12 County Councillors report:

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

1. NP/22/0406/FUL 12, Maes Y Dre, St Davids, Haverfordwest, Pembrokeshire, SA62 6QQ
2. NP/22/0429/FUL 9, Heol Dewi, St. Davids, Haverfordwest, Pembrokeshire, SA62 6NY

13 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.

AOB

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.