

**Minutes of the Monthly Meeting of the Council on Monday 4<sup>th</sup> September 2023 in the Memorial Hall at 7.00pm.**

**Present:** Mayor Cllr ES Evans, Deputy Mayor Cllr BS Sehmi, Cllr DJ Griffiths, Cllr JT Jeremy, Cllr FD John, Cllr B Lloyd, Cllr BT Price, Cllr RJ Thornton, Cllr N Walsh, Cllr S Williams, with S Mann (Clerk), JE Foster (Deputy Clerk) & W Mann (RFO).

It was agreed that item 70.3 be moved to the beginning of the meeting & followed by item 68.5.

**65 Apologies for Absence:** Cllr C Plant (Leave) & Cllr R Price.

**66 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.

Cllr S Williams declared a personal interest in item 68.3.

Cllr JT Jeremy declared a prejudicial interest in item 74 and left the meeting while this item was discussed.

Mayor, Cllr ES Evans declared a personal interest in item 77.

**67 Confirmation of Minutes for:**

67.1 Second Monthly Council Meeting on Monday 17th July 2023 were RESOLVED to be accepted.

**68 Matters Arising**

68.1 Newsletter. Solva & St Davids Newsletter: Memorandum of Understanding (MoU) & Newsletter Advertising Policy. The MoU made between SDCC & SCC to associate themselves in a partnership to produce, publish and circulate a joint community newsletter and to establish the terms of that cooperation between both parties was received and the meeting RESOLVED to accept the agreement.

68.1.1 Letter dated 31st July from former St Davids City News editorial assistant Mr Christopher Taylor wishing to clarify the role played in his involvement with the publication over the past decade & urging the City Council to reconvene an independent newsletter dedicated solely to the activities and aspirations of the St Davids community was received and the meeting RESOLVED that the Clerk respond - thanking Mr Taylor for clarifications provided & explaining that the merging of Newsletters was grounded on community engagement research conducted by the 4Wards Project & that the joint Newsletter partnership is being trialled for one year.

68.2 City Hall Disability Access Ramp. Quotations were received for the required works and the meeting RESOLVED to proceed with the proposal from West Wales Care & Repair at a cost of £2,308.19 (VAT exempt).

68.3 Caretaker House Refurbishment of City Hall. Proposals to proceed with repurposing the City Hall premises were received and the meeting agreed to defer the item to the full council meeting on Monday 2<sup>nd</sup> October subsequent to a full review of briefing requirements at the next Caretaker House Committee Meeting on Monday 25<sup>th</sup> September.

68.4 Bryn Road Toilets Progress Report. Confirmation from PCC Property Department that the time-line for the freehold asset transfer is the start of the next financial year - April 2024 & that a structural survey will be undertaken at PCC's cost. The meeting RESOLVED that further consideration to be made when the structural survey report is received.

68.5 Scout Hut Asset Transfer. The meeting received a progress report which included an amended "Heads of Terms" from PCC to reflect the original intention of the Expression of Interest in that any transfer consideration would only be as a sole tenancy. Also included was an updated Business Plan seen by the council in July 2023 based upon further more recent details of costs provided by Pembrokeshire Scouts and a submission from Mr Alan York entitled "Gift to the Community".

The overall "primary" conclusion of the Business Plan largely unchanged in that the cost of the asset transfer would be significant year by year providing an alternative "secondary" option for consideration to manage the premises and its facilities as an independent "trust" at a considerably lesser cost. Following an extensive discussion including contributions from Mr York (via Zoom) the meeting RESOLVED that a structural survey of the Scout Hut was needed before any further consideration of the asset transfer could be made.

68.5.1 Email dated 16<sup>th</sup> August from community member in support of SDCC acquisition of the Scout Hut was received and noted by the meeting.

68.5.2 Email dated 17<sup>th</sup> August from community member in support of SDCC acquisition of the Scout Hut was received and noted by the meeting.

68.6 Lloyds Bank. Proposed closure of St Davids Branch and impact that this will have on the community and businesses that rely on the bank. The meeting noted reference to the Financial Services & Markets Act 2023. In all of the correspondence to all parties the clerk has asked that the powers and intentions of this Act be given some consideration. The Act received Royal assent on 29<sup>th</sup> June giving new powers, in particular to act where it is found or anticipated that there will be shortages in cash access services which would have significant impacts on local areas. The Clerk's correspondence with the Financial Conduct Authority (FCA) Executive Casework Unit in relation to the bank branch closures and industry voluntary scheme which assesses community needs and makes recommendations on the need for banking hubs in communities; Correspondence with Stephen Crabb MP with regard

to the Financial Services & Markets Act 2023 and whether the decision by Lloyds to close its St Davids branch could be reviewed with this specific legislation in mind; & Correspondence with the Post Office with regard to its guidelines and current small and exposed arrangements in the St Davids branch located within CKs Supermarket and whether any plans are being put in place to anticipate the high levels of business that will inevitably occur when customers transfer from Lloyds bank if there is no alternative banking facility - were received and noted by the meeting & the Mayor thanked the Clerk for these efforts.

68.6.1 Lloyds Bank Working Group. The working group consisting of members of St Davids City Council & Solva Community Council, along with members of the community met in August to formulate a joint response including raising public awareness by means of social media with the aim of promoting objections to the proposed closure. The meeting noted the progress of the working group and praised its members for these efforts & it was RESOLVED to promote on social media the recently publicised open invitation from the Area Manager for West Wales Retail Network, Post Office Ltd to members of the community to meet at Lloyds Bank St Davids branch on Wednesday 20<sup>th</sup> September for help with questions regarding using the Post Office for Banking Needs.

## **69 Council Property**

69.1 Cross Square Market. Email dated 22nd August from West Wales Properties Managing Director advising the council to seek alternative arrangements for the storage of its Market Stalls as pre-application for the conversion of the building into residential accommodation has been submitted and the bank has a responsibility to hand back the bank and buildings at the back with full vacant possession. The meeting noted this advice and it was RESOLVED that the Clerk explore potential storage options to be considered at the next meeting.

69.2 Whitesands. Email dated 1st August from Whitesands Beach House Tenants requesting to cease the analogue telephone line in readiness for the digital switchover 2025. The meeting RESOLVED to support the request.

## **70 Correspondence**

70.1 Email dated 19th July from PCNCA regarding the recently installed Memorial Wall at St Davids Airfield was received and it was RESOLVED that on the basis that it is of significant community importance and wider public interest to offer its mandate of support and to submit the retrospective planning application that its ongoing presence requires.

70.2 The clerk's office had been made aware of a forthcoming Coffee Morning in the City Hall 30<sup>th</sup> September to raise funds for Macmillan Cancer – for which the council might agree to support free of charge. The meeting RESOLVED to support the event free of charge.

70.3 Email dated 22<sup>nd</sup> August from St Davids Festival of Ideas requesting to speak with the City Council in readiness for the event in March 2024. The meeting was joined by newly appointed coordinator of St Davids Festival Ideas, Ms Sarah Foster who had requested to speak to the City Council as an opportunity to promote the 2024 event and to raise its profile with the council ahead of a Community Consultation at the St Davids Rugby Club on Thursday 14<sup>th</sup> September from 3pm to 8pm to gather ideas to inform the planning and format of the March 2024 event. Ms Foster provided the meeting with a brief stating the purpose of the festival to attract visitors to the area in the low season, boosting tourism by providing a platform to inform and educate, discuss and debate, promote and include everyone in a schedule of events over three days. The Mayor thanked Ms Foster for speaking with the council first hand and the meeting wished the 2024 festival every success.

70.4 Email dated 23<sup>rd</sup> August requesting permission to pitch a catering concession outside the City Hall during the forthcoming Boia Festival October 27<sup>th</sup> – 29<sup>th</sup> was received and the meeting RESOLVED to approve the request in principle subject to further details being confirmed at its next council meeting including the appropriateness of the proposed location in terms of the size of the catering concession - if this might compromise the public right of way on the pavement; the level of litter generated & policy of the company with regard to tidying this up after the event; & whether a percentage of the revenue generated might be offered to SDCC for permitting the request.

## **71 Accounts**

71.1 The Responsible Finance Officer reported that the Internal Audit for June & July had been completed successfully.

71.2 The accounts for July & August were presented by the Responsible Finance Officer and it was RESOLVED to be approved with permission to pay.

Financial Report		July-23	
<b>Balance @ Bank on</b>	<b>31-Jul-23</b>		<b>£175,786.19</b>
<b>LGA 1972 SEC 137 22/23 £12738</b>		<b>LGA 1972 Sec 214 Cemetery Maintenance</b>	
Last month's donations		£0.00	Total donated 23/24
2023 / 2024	Total	£0.00	£0.00
Balance available		£12,738.00	
<b>Income</b>			
City Hall			£1,975
Whitesands			£34,627
Events			£125
Market			£1,188
<b>TOTAL</b>			<b>£37,915</b>
<b>Expenditure</b>			
			<b>£100+ Items</b>
City Hall (ex Hall Manager Salary)	£1,706		£1,374
Whitesands	£8,002		£7,906
Office & Administration	£1,333		£811
Admin Staff Costs (Inc Hall Manager)	£7,102		£7,102
Street Furniture	£1,136		£1,136
Play Area	£35		
Events	£885		£885
Finance	£249		£249
Market	£825		£825
<b>TOTAL</b>	<b>£21,273</b>		<b>£20,288</b>
<b>Addendum of Items of £100 plus Value is Attached</b>			

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS										
										MONTH
										Jul-23
Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market	
£142	Mayoral "scarf"									
£159	Light & Heat		£142							
£165	Market Attendant								£165	
£165	Market Attendant								£165	
£165	Market Attendant								£165	
£165	Market Attendant								£165	
£165	Market Attendant								£165	
£168	Vacuum Cleaner									
£169	Photocopier Meter		£169							
£183	Light & Heat									
£187	Tablet for Hall Manager									
£206	Pembs C C									
£249	Bank charges							£249		
£320	Advert for Cafe Rallings contract			£320						
£472	Pembs C C									
£500	Balance of Councillors Expenses		£500							
£527	Painting Benches	526.85								
£609	Street Flowers	608.9								
£819	Whitesands Attendant	819								
£885	Coronation Coins					885				
£981	Whitesands Attendant	981								
<b>Summary</b>										
<b>Hall</b>	<b>White Sands</b>	<b>St Furniture</b>	<b>Office Admin</b>	<b>Admin Staff</b>	<b>Play Area</b>	<b>Events</b>	<b>St Justinians</b>	<b>Finance</b>	<b>Market</b>	
	1127.3									
£1,127	Whitesands Attendant									
£1,294	Whitesands Attendant									
£1,679	Whitesands Attendant									
£1,686	Pembs C C									
£7,102	Salaries & Pensions (inc Hall Manager)			£7,102						
<b>£20,289</b>		<b>£1,136</b>	<b>£811</b>	<b>£7,102</b>	<b>£0</b>	<b>£885</b>	<b>£0</b>	<b>£249</b>	<b>£825</b>	

Financial Report			August-23																					
<b>Balance @ Bank on</b>	<b>29-Aug-23</b>			<b>£193,829.01</b>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">LGA 1972 SEC 137 22/23 £12738</th> <th colspan="2" style="text-align: left;">LGA 1972 Sec 214 Cemetery Maintenance</th> </tr> </thead> <tbody> <tr> <td>Last month's donations</td> <td></td> <td style="text-align: right;">£0.00</td> <td>Total donated 23/24</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>2023 / 2024</td> <td>Total</td> <td style="text-align: right;">£0.00</td> <td></td> <td></td> </tr> <tr> <td>Balance available</td> <td></td> <td style="text-align: right;">£12,738.00</td> <td></td> <td></td> </tr> </tbody> </table>					LGA 1972 SEC 137 22/23 £12738			LGA 1972 Sec 214 Cemetery Maintenance		Last month's donations		£0.00	Total donated 23/24	£0.00	2023 / 2024	Total	£0.00			Balance available		£12,738.00		
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2023 / 2024	Total	£0.00																						
Balance available		£12,738.00																						
<b>Income</b>																								
City Hall				£546																				
Whitesands				£26,000																				
Events				£0																				
Market				£1,333																				
<b>TOTAL</b>				<b>£27,879</b>																				
<b>Expenditure</b>																								
				<b>£100+ Items</b>																				
City Hall (ex Hall Manager Salary)		£1,777		£1,380																				
Whitesands		£7,368		£7,255																				
Office & Administration		£1,821		£1,529																				
Admin Staff Costs (Inc Hall Manager)		£5,896		£5,896																				
Street Furniture		£0																						
Play Area		£242		£115																				
Events		£44																						
Finance		£173		£173																				
Market		£875		£825																				
St Justinians		£1,380		£1,380																				
<b>TOTAL</b>		<b>£19,576</b>		<b>£17,173</b>																				
<b>Addendum of Items of £100 plus Value is Attached</b>																								





**72. County Councillors Report:**

Cllr Bethan Price provided an update with regard to the ongoing issues this year referring to the grass verges along Glasfryn road that have remained uncut leaving the appearance of the entrance to St Davids on the Fishguard road unwelcoming to visitors entering the city from this direction.

Cllr Price offered her observations and agreement and support with the view of the meeting that this situation needs to be addressed by the City Council if the existing arrangement with voluntary groups continues to face obstacles towards its maintenance and she confirmed that a meeting with ECODEWI to that end is forthcoming.

Cllr Price continued by reporting on the ongoing traffic management issues throughout St Davids and described her involvement with Pembrokeshire County Council's Highways Department in addressing the road line painting implemented over the summer months and agreed with the meeting that this was exceptional overall but that some unattended areas around the city endured.

**73. Reports from Members representing the Council:**

73.1 Bws y Bobol: Members confirmed the bus being used by FlexiBus.

73.2 Coffee and Chat: Very high attendance.

73.3 EcoDewi / Bee Friendly: Next meeting date tbc.

73.4 Grants Development Committee: Next meeting date tbc.

73.5 Music and Arts Festival: Boia Festival October 27<sup>th</sup>-29<sup>th</sup>.

73.6 One Voice Wales: Next meeting date tbc.

73.7 Oriel Y Parc: Nothing to report.

73.8 Police Surgery: Next Surgery Thursday 7<sup>th</sup> September.

73.9 Porthstinian Boat Owners Association: Nothing to report.

73.10 Porthclais Harbour Authority: Recent dinner event great success.

73.11 Porthmawr Surf Life Saving Club: Recent World Life Saving Championships great success.

73.12 St Davids Befrienders: Progressing.

73.13 St Davids Celebrations Group: Nothing to report.

73.14 St Davids Christmas Tree Association: Next meeting Wednesday 6<sup>th</sup> September.

73.15 St Davids Day Centre for the Elderly: Group outings being arranged.

73.16 St Davids Matsieng Lesotho Link: Nothing to report.

73.17 St Davids Peninsula Tourist and Traders Association: Next meeting 20<sup>th</sup> September.

73.18 St Davids RFC: Recently appointed new tenants & new chair. Currently raising money for new floodlights.

- 73.19 Youth Drop In: Nothing to report.
- 73.20 Ysgol Penrhyn Dewi Governor: Nothing to report.

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

- 74 NP/23/0313/FUL** New access and associated works. Y Gorlan, 77 Nun Street, St Davids, SA626NU. 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.
- 75 NP/23/0325/LBA** Replacement Windows. Archdeaconry, The Close, St Davids, SA626PE. 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.
- 76 NP/23/0446/LBA** Decommissioning of bank branch premises to closure. Decommissioning works include external branding and ATM removal, internal FF&E removal. Lloyds Tsb Bank Plc, 10-11 Cross Square, St Davids, SA626SE. The City Council considered that the proposal was deemed likely to have a detrimental impact on important community facilities. It was RESOLVED not to support the application.

**Planning: Details of this can be found on the PCC website.**

- 77 23/0354/PA** Conversion of existing barn to a four-bedroom dwelling. Cruglas, Solva, SA626XX. 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.

**AOB**

**Items for information only:**

Deputy Clerk reminded councillors that the Mayoral Civic Service will be held Sunday 17<sup>th</sup> September.

Cllr FD John requested confirmation of the mowing scheme for Caerfarchell Green.

Cllr BS Sehmi requested that outstanding issues be kept on every agenda.

Cllr RJ Thornton informed the Waunfawr Playing Field padlock needs replacing.

**Items for the next agenda:**

Cllr FD John: RFC permission to use Waunfawr Playing Field as carpark.

Cllr B Price: Consideration for City Hall Management Committee.

There being no further business the meeting closed at 9.25pm

Signed .....

Date .....

Chair