

Minutes of the Monthly Meeting of the Council on Monday 4th December 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 (left meeting 8.10pm), Cllr RJ Thornton, Cllr S Williams, with S Mann (Clerk), JE Foster (Deputy Clerk) & W Mann (RFO).

131 Apologies for Absence: Cllrs BT Price, R Price & N Walsh.

132 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 JT Jeremy declared a personal interest in item 148.

133 Confirmation of Minutes for:

133.1 Second Monthly Meeting of the Council on Monday 20th November 2023 were RESOLVED to be accepted.

134 Public Representations from members of the public in attendance about any business to be discussed:

Mr Malcolm Gray was in attendance & provided the meeting with an update with regard to his most recent correspondence with PCNPA involving the installed Memorial Plaque, St Davids Airfield. With reference to council's September 4th resolution 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 the meeting agreed with Mr Gray that all future correspondence should be addressed to the City Council as planning applicant - the Clerk confirmed this had been requested & full report still awaited from PCNPA – further to item 70.1.

135 Matters Arising

135.1 Visit from Tom Moses – Project Coordinator CWBR Youth PLANED to discuss Youth Engagement funding available to assist young people in getting involved with local government. CWBR Youth has worked previously to support engagement between Cllrs and the school and currently submitting a bid for Regional Community Youth Voice and Participation. It was RESOLVED that the Clerk write a letter of support for the new project to develop this work and better involve young people in the work of the City Council.

135.2 Lloyds Bank Closure – St Davids Branch. Provision of free to use ATM in St Davids. Stephen Crabb MP facilitated an arrangement between Lloyds Bank and a local business to operate a free-to-use ATM in St Davids following the branch closure 27th November - the ATM will remain free-to-use for as long as it is required. The meeting noted that these arrangements – following the loss of the bank's facility – are normally for a limited time only and despite several requests the

Clerk's office has yet to receive information from Lloyds to provide the council with details of how long the arrangement will be in place. The meeting agreed the free-to-use ATM will need to be monitored & councillors to report on any further issues with the facility if brought forward from the community.

136 Council Property

136.1 City Hall Annual Gas Service – quotation received for gas Cooker and Hood replacement. It was RESOLVED to approve the quotation received from BPS Facilities Ltd at a cost of £3,206.

136.2 Market Stalls. Request from The Bishops public house to use the market stalls for its Christmas Market 3rd December. The Clerk in consultation with the Chair in anticipation of agreement by this meeting gave permission for the use of the stalls on 3rd December. The question of agreeing a charge being deferred to the meeting. The meeting agreed in principle that the stall be provided free of charge for the event but noted that the stalls had not been used due to poor weather on the day causing the event to take place indoors.

136.3 Cross Square Market. Consideration of alternative arrangement (following the closure of Lloyds Bank 27th November) for the storage of Council Market Stalls held hitherto in the bank's outbuildings. The anticipated logistical challenges and associated costs involved in setting up market stalls notwithstanding the proximity with Cross Square of any eventual alternative storage location is understood to be in excess of twice the current rate. It is anticipated that given the age and condition of the existing market stalls that replacement options to be considered must include whether to replace the stalls entirely to overcome these challenges & whether to review market format to include independent pitch allocations whereby stallholders are responsible for supplying, erecting, and dismantling of their own stalls. Deferred from November 20th meeting for further discussion following December Market. The meeting agreed that the option for stall holders taking responsibility for setting up stalls themselves was not viable owing to the specifics of insurance and health & safety requirements. The council RESOLVED to continue to store the market stalls in the vacant caretaker house until such time as any development of the house commences and the need for another storage location presents itself. It was also RESOLVED to accept the proposal put forward by Cllr DJ Griffiths to offer his assistance throughout the 2024 season by means of providing a trailer for transporting the stalls to the Cross Square market location.

137 Whitesands

137.1 Pricing Structure 2024. Review of pricing structure for 2023 in comparison against similar carpark tariffs for 2023 season throughout Pembrokeshire. The meeting noted that the tariff

structure was consistent throughout. It was RESOLVED to approve charges for 2024 season summarised below:

WHITESANDS CARPARK TICKET PRICES 2024		
TICKET	COST	
DAY TICKETS	CAR	£6
	CAR after 3pm	£4
	CAR DISABLED	£4
	MOTORBIKE	£5
	MINIBUS	£20
	COACH	£30

SEASON TICKETS	CAR	£65
	CAR DISABLED	£40
	COMMERCIAL (PER BAY)	£1000
RESIDENT'S PASS		£15
WEEKLY TICKET (CAR / CAR DISABLED / MOTORBIKE)		£25

137.2 Permission to purchase tickets and residents' passes for the 2024 season RESOLVED to be approved.

137.3 Commercial Trading – Parking Layout. Once the council has planning permission for the concession spaces the commercial operators can trade from these spaces – further to item 125.4. The meeting reviewed the 2023 season parking layout and it was RESOLVED to reallocate the commercial spaces from the 2024 season onwards – allocating spaces adjacent to the ice-cream concession location along the south facing boundary only & to allocate additional disabled parking opposite the slipway.

137.4 Whitesands Café. Quotation received for metalwork maintenance. It was RESOLVED to approve the quotation received from Paul Williams Welding Services at a cost of £7,140.

138 Community Award: RESOLVED that by virtue of The Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from discussions on this item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. It was RESOLVED to present the 2023 award to Mr Malcolm Gray in recognition of work undertaken for the community including generous donation of the field at Glasfryn allocated for green space.

139 Request for Leave of Absence: RESOLVED that by virtue of The Public Bodies (Admission to Meetings) Act 1960, that the press and public be excluded from discussions on this item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Councillor R Price's correspondence with the Clerk's office was received and request approved by the meeting.

140 St Justinians

140.1 Portaloo Provision 2023 Season. *See below*

140.2 Portaloo Provision Financial Report 2023 Season. *See below*

With regard to the 2024 season the council RESOLVED that RFO contact boatowners to propose some changes to the arrangements going forward with an increased proportion contribution by the boatowners which would include an advance payment before the season begins.

St Justinians Portaloo Provision 2023 Season

As you know we experienced some problems in the 2022 season regarding "blockage and overspill" and the consequent non usability of the loos at some peak times.

This was discussed with the providers (Abba Loos), and it transpired that the providers (Abba Loos initially and subsequently TopNotch Loos) will not include St Justinians on a "twice-weekly round" because St Justinians is a "remote" location and they (Abba) do not have the customer-base in our area to justify this.

This meant that in 2022 because of its location St Justinians was included in a "once -weekly round" which meant that the lorries would not be guaranteed to have the capacity to fully empty the loos by the time they got to St Justinians!

This policy probably contributed to the logistical issue that exacerbated the problems that were experienced then. At the start of the 2023 season Abba Loos transferred its business as a going concern to TopNotch Loos who have been our supplier throughout 2023.

Our arrangement in 2023 was on the understanding that if there appeared to be any issues regarding the emptying capacity of their lorries on arrival at St Justinians it would be reported to the clerk's office.

The Clerk's office has had no reports of any problems or issues regarding the provision for this year and so it appears that this arrangement was satisfactory and if agreed will be the recommended provision arrangement for 2024.

I have attached a summary of the costs and the calculation of the Boatowners, contribution for your approval.

W Mann RFO 28th November 2023

ST JUSTINIANS TOILET PROVISION 2023 SEASON						
ACTUAL COST SUMMARY EXCLUDING VAT						
		TOPNOTCHLOOS		DANFO		TOTAL
		£1,820		£3,150		£4,970
ACTUAL COST SUMMARY INCLUDING VAT						
		TOPNOTCHLOOS		DANFO		TOTAL
		£2,184		£3,780		£5,964
AGREED BOAT OWNERS APPORTIONED SHARE						
		BOAT OWNERS SHARE		67%		£3,996

141 Accounts

141.1 The Responsible Finance Officer reported that the Internal Audit for October 2023 had been completed successfully.

141.2 Financial Statements for November 2023. The accounts for November 2023 were presented by the Responsible Finance Officer and it was RESOLVED to be approved with permission to pay.

Financial Report			November-23		
Balance @ Bank on			28-Nov-23		
			£175,767.56		
LGA 1972 SEC 137 22/23 £12738			LGA 1972 Sec 214 Cemetery Maintenance		
Last month's donations		£400.00	Total donated 23/24	£800.00	
2023 / 2024	Total	£900.00			
Balance available		£11,838.00			
Income					
City Hall			£354		
Whitesands (Includes Café Rent (£2100))			£4,581		
Market			£604		
TOTAL			£5,539		
Expenditure					
			£100+ Items		
City Hall (ex Hall Manager Salary)			£1,812	£1,704	
Whitesands			£2,529	£2,473	
Office & Administration			£695	£376	
Admin Staff Costs (Inc Hall Manager)			£5,610		
Street Furniture			£483	£483	
Play Area			£0		
Events			£990	£810	
Finance			£1,375	£1,375	
Market			£220	£220	
St Justinians			£645	£645	
TOTAL			£14,359	£8,085	
Addendum of Items of £100 plus Value is Attached					

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS															
												MONTH	31/11/2023		
	Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market					
£206	Non Domestic Rates House														
£442	British Gas														
£472	Non Domestic Rates Hall														
£584	Boiler Servicing														
£787	Attendants Fees	£787													
£1,686	Non Domestic Rates Car park	£1,686													
£483	Benches Painting & Refurb		£483												
£148	Balance Scout Hut Survey			£148											
£228	Councillor DBS Checks			£228											
£146	Christmas Decorations						£146								
£188	Christmas Decorations						£188								
£476	Christmas Event Wine						£476								
£240	Portaloo hire							£240							
£405	Portaloo Cleaning							£405							
£175	Bank Charges								£175						
£400	S 137 Donation RAFA								£400						
£800	S214 Contribution Cathedral Cemetery								£800						
£220	Attendant Fees									£220					
£8,085		£1,704	£2,473	£483	£376	£0	£810	£645	£1,375	£220					

142 County Councillors Report: None.**143 Reports from Members representing the Council:**

- 143.1 Bws y Bobol: Nothing to report.
- 143.2 Coffee and Chat: High attendance.
- 143.3 EcoDewi / Bee Friendly: Next meeting at St Davids RFC 5th December.
- 143.4 Grants Development Committee: Meeting tbc.
- 143.5 Music and Arts Festival: Boia Festival 2024 October 25th – 27th.
- 143.6 One Voice Wales: Next meeting 10th January 2024.
- 143.7 Oriol Y Parc: Nothing to report.
- 143.8 Police Surgery: Next session 7th December.
- 143.9 Porthclais Harbour Authority: Nothing to report.
- 143.10 Porthstinian Boat Owners Association: Nothing to report.
- 143.11 Porthmawr Surf Life Saving Club: Nothing to report.
- 143.12 St Davids Befrienders: Progressing.
- 143.13 St Davids Celebrations Group: Nothing to report.
- 143.14 St Davids Christmas Tree Association: Recent events very successful.
- 143.15 St Davids Day Centre for the Elderly: Xmas lunch 4th December very successful.
- 143.16 St Davids Matsieng Lesotho Link: Coffee Morning 20th January.
- 143.17 St Davids Peninsula Tourist and Traders Association: Recent AGM - new Chair.
- 143.18 St Davids RFC: Fundraising for floodlights – ongoing.
- 143.19 Youth Drop In: Very successful – additional sessions subject to PCC funding?
- 143.20 Ysgol Penrhyn Dewi Governor: School attended Xmas Lights Switch-On 2nd December.

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

144 NP/23/0568/FUL Single storey extension to rear to form dining/living area & porch. 29 Maes Dyfed, St Davids, SA626SR. 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.

145 NP/23/0586/FUL Upgrade of existing facilities with relocation of polytunnel, replace temporary portacabins & provide new multifunction shed (with Use Classifications A3, B1) with car parking & ecological enhancements in connection with seaweed/shellfish farming & processing. Car-y-Mor, Clegyr Uchaf, St Davids, SA626QN. The meeting RESOLVED that an extension of time be requested and the item be deferred until the next full council meeting on Monday 8th January to provide time for the council to consider the proposal in more detail and site visit be arranged to

assist with this process. The meeting also requested that the Clerk obtain from PCNPA confirmation of changes to proposal since February 2023.

146 NP/23/0602/FUL Widen existing field access, lay track and hardening and erect stables. Field to west of Carnhedryn Uchaf, Solva, SA62 6XT. 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.

147 NP/23/0603/FUL Removal of conservatory and erection of single storey extension in its place and the addition of two rooflights to the rear of existing property. 8 St Nons Close, St Davids, SA626RL. 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.

148 NP/23/0604/FUL Artists studio in rear garden. 75 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.

AOB

Items for information only:

- Clerk: In light of recent security breach where member of public was found unsupervised in council chambers councillors were reminded of the Key Management Policy adopted by SDCC October 2nd 2023 together with Key Register for the purpose of recording persons with access to council property: *2.1.2. Key Holder is an individual who has been authorised temporary loan of a key in order to carry out specific tasks and duties and has signed for each loan. Key Holders must return loaned keys on cessation of their specific task or duties. Key Holders may be members of staff.*
- Cllr FD John: Christmas Lights *Poles* need repainting – Caretaker to be informed / requested to remedy.

Items for the next agenda:

- DBS Statutory Requirement for Councillors & Council Staff. Terms of Reference for SDCC.

There being no further business the meeting closed at 9.30pm

Signed

Date

Chair