

Minutes of the Second Monthly Meeting of the Council on Monday 18th March in the Council Chamber at 7.00pm.

Present: Mayor Cllr ES Evans, Deputy Mayor, Cllr BS Sehmi, Cllr W Chant, Cllr JT Jeremy, Cllr FD John, Cllr B Lloyd, Cllr BT Price, Cllr RJ Thornton, with S Mann (Clerk) & JS Foster (Deputy Clerk).

219 Apologies for Absence: Cllr DJ Griffiths, Cllr R Price, Cllr S Williams, Cllr N Walsh.

220 Declarations of Interest: Members were requested to declare both **pecuniary interests** (financial interests) and **non-pecuniary interests** (personal or prejudicial interests) that could influence their decision-making in relation to items on the agenda. This declaration ensures that other councillors and the public are aware of potential conflicts.

220.1 Cllr JT Jeremy declared a personal interest in item 224.1.

220.1 Cllr W Chant declared a personal interest in item 223.6.

221 Confirmation of Minutes for:

221.1 Extraordinary Meeting of the Council on Monday 26th February 2024 were RESOLVED to be approved.

221.2 Monthly Meeting of the Council on Monday 4th March 2024 were RESOLVED to be approved.

222 Public Representations: Members of the public in attendance were given reasonable opportunity to make representations about items of business to be discussed.

St Davids Penknife Club joined the meeting to make representation with regard to item 228.1. The club has put forward a proposal to host a vibrant New Year's Eve Party at Cross Square. They kindly request assistance from the St Davids City Council to cover the costs of road closure and to grant permission for the use of City Council property.

The proposed event aims to be family-oriented, featuring live music, stalls, and engaging activities. The primary goal is to raise funds for St Davids' Christmas Lights & Christmas Tree. Additionally, this celebration will mark the 30-year anniversary of the founding of the Penknife Club.

Furthermore, the Penknife Club seeks complimentary permission to use the City Hall as a wet weather backup. The meeting made important note that the City Hall has already been provisionally allocated for this date.

223 Matters Arising

223.1 Visit from Tom Moses of PLANED, with Cllr Becky Lloyd to present the results obtained from the *Have Your Say* drop-in event for individuals aged 16 to 30. This event took place on Tuesday, February 20th 2024, at the City Hall. Mr Moses expressed his gratitude towards Cllr B Lloyd and SDCC for its participation in the event, which was followed by a presentation on the raw feedback

data from the youth on SDCC gathered during the event. The meeting RESOLVED to approve the following items:

- 223.1.1 A Working Group, comprising both Councillors and Non-Councillors, including students from YPD, will be formed. This group will convene to discuss issues relevant to the youth of St Davids and subsequently report back to SDCC with suggestions for future actions. These recommendations will then be evaluated by the City Council for potential implementation.
- 223.1.2 The City Hall premises will be made available as a regular meeting place for the YPD Senedd.
- 223.1.3 SDCC will disseminate information to the St Davids community via its social media platforms and newsletters, inviting feedback on an ongoing basis.
- 223.2 Open Gardens Weekend & Great Big Green Week Market 15th June 2024. Request for free access to the Council's Market Stalls and the use of City Hall as an alternative indoor location in case of wet weather. The meeting RESOLVED to direct the Clerk to obtain more details before a decision is made by SDCC. The meeting agreed on the need to identify who would benefit from the event if the individual stall holders are charged a fee for using a market stall.
- 223.3 Memorial Plaque at Cross Square in memory of the late Dr Middleton – further to item 184.1. The meeting agreed that in light of the existing memorial plaque at the RNLI Surf Life Saving Club at Whitesands, the existing plaque was deemed an appropriate and sufficient memorial. It was RESOLVED to instruct the Clerk to inform the community member of its decision accordingly.
- 223.4 St Davids City Bee Friendly Group. Update regarding the relaunch of the Pollinator Trail, Bee Friendly Signs, and the development of the Wildflower Meadow Area. The meeting RESOLVED to remain engaged in the re-launch of the St David's Pollinator Trail. In addition, the meeting approved the installation of the banner on the railing of the Memorial Playing Fields. The meeting directed the Clerk to determine the necessary quantities for this initiative and seek clarification from the Bee Friendly Group regarding the Wildflower Meadow Area. There is a concern that this initiative might clash with SDCC's ongoing new planting efforts.
- 223.5 St Davids Cathedral Festival. Proposal outlining ways in which the City Council can provide support for the Festival scheduled from May 24th to May 29th, 2024. The meeting RESOLVED to support the festival by purchasing an advertisement featuring the SDCC logo for inclusion in the festival programme at a cost of £100.
- 223.6 St Justinians. Update following the Boat Owners AGM with regard to the 2024 Toilet Provision Contribution Arrangement. The meeting acknowledged the advancements and expressed gratitude to the RFO for his diligent work in moving the matter forward.

224 Traffic Matters

224.1 Pembrokeshire County Council proposals to change waiting restrictions on various roads across the County. The proposals include Nun Street, and The Pebbles, St Davids. The meeting RESOLVED to direct the Clerk to address PCC's proposals and share SDCC's feedback regarding the plan for The Pebbles. Specifically, it was recommended that the new road markings be implemented seasonally, consistent with the practice elsewhere in St Davids.

225 Council Property

225.1 St Davids Street Furniture. Update and estimates for the St Davids Bench pattern and product – further to item 155. The meeting RESOLVED to postpone the matter until the upcoming availability of the Second Home Tax Grant Funding Scheme in April 2024.

225.2 Disability Access Ramp. Update with regard to refitting the back gate in alignment with the completed disability Access Ramp. The meeting RESOLVED to direct the Clerk to continue seeking quotations for the necessary work.

225.3 Waunfawr Playing Field. Quotation received for Bilingual No Dogs Signs. The meeting RESOLVED to instruct the Clerk to explore alternatives as appropriate.

225.4 Christmas Street Lights. Poles for the Christmas street lights required painting or replacing. The meeting RESOLVED to direct the Clerk to determine the necessary quantity and seek quotations for the necessary work.

225.5 Bus Shelter. Update with regard to exterior of the facility. The meeting RESOLVED to instruct the Clerk to arrange the necessary remedial work.

225.6 St Davids Sign Posts. Update with regard to the repainting the black and gold signposts. The meeting RESOLVED to ask the Council Caretaker to repaint the signs with appropriate assistance.

226 Council Business

226.1 Council Training. The Head of Law and Governance at Pembrokeshire County Council has offered to visit the City Council for an in-person training session on the Code of Conduct scheduled for Thursday, April 4th. The City Council is encouraged to participate in this training, which is considered fundamental for all councillors. The meeting RESOLVED to endorse the training, and the Clerk actively encourage all councillors to attend the session.

226.2 Disclosure and Barring Services (DBS) Policy. DBS Cymru has provided an update about a potential DBS Policy that the City Council is considering for adoption – Further to item 153.5. The meeting RESOLVED that the Clerk finalise a draft DBS Policy, considering the confirmed information, and seek council approval.

227 Committees

227.1 Committee Structure & Terms of Reference. Fundamental aspect of good governance is having robust Terms of Reference to ensure that the Council's Committees operate effectively, transparently, and in alignment with their intended purpose. The Council's Standing Orders authorise the Council to appoint standing committees or other committees as may be necessary, and shall determine their terms of reference. The meeting reviewed the Clerk's draft templates recommended to be used as examples of key elements to consider (such as the committee's purpose, responsibilities, and structure etc) and it was RESOLVED that the draft examples should be endorsed, and each committee should utilise these templates as a foundation for their future purposes. Committees will frame the key elements and seek full council approval during the upcoming Annual Meeting, this being the established time for reviewing and agreeing existing committees and their Terms of Reference.

227.2 Caretaker House Committee Membership. The meeting acknowledged that the Committee Membership encompasses all members.

227.3 Scout Hut Committee. The meeting RESOLVED to form a Scout Hut Committee to thoroughly examine all available options and prioritised scheduling a meeting for Thursday, March 21st at 1pm. This committee will engage in community consultation, explaining all of the issues, and subsequently present recommendations to the council. Additionally, it was decided that the Scout Hut Committee meeting will serve as a preliminary step before SDCC's final decision on the Asset Transfer during its conclusive meeting in April 2024.

Based on the unique circumstances relating to Councillor membership of The Befrienders and People's Shed, the meeting agreed on the subsequent committee structure:

The Scout Hut Committee consists of four Councillors, all of whom are members of the Committee in their capacity as Councillors. These Councillors are not required to disclose any personal or prejudicial interest related to the Scout Hut. The specific Councillors involved are Cllrs Chant, Lloyd, Jeremy, and Walsh.

The Scout Hut Committee includes Councillors who are members of The Befrienders and/or The People's Shed. These Councillors are required to declare a personal interest in the Scout Hut. Personal interests are matters that affect a Councillor personally or as part of a group to which they belong. The obligation for a Councillor to declare a personal or prejudicial interest arises when a reasonable person would perceive the Councillor's interest in a matter as greater than what would affect the majority of residents in the affected area. Such a situation could potentially prejudice their judgment of the public interest.

The Scout Hut Committee involves members of the community for consultation. Committee members who are not elected councillors are often referred to as co-opted committee members,

these individuals participate in the committee but do not have voting rights when decisions are made.

227.4 General Purposes Committee. The meeting RESOLVED to endorse the creation of a General Purposes Committee, comprising Councillors BS Sehmi, JT Jeremy, and RJ Thornton. The committee's purpose is to establish a framework for SDCC to assess council policies before their adoption during the Annual Meeting of the Council.

228 Correspondence

228.1 Email dated 29th February from the St Davids Penknife Club, proposing the idea of hosting a Musical Festival on New Year's Eve 2024 at Cross Square. The meeting RESOLVED to support the proposal in principle, pending confirmation of additional details related to event costs, including the proposed road closure, security needs, and health and safety considerations, including ambulance presence. Additionally, the meeting RESOLVED to instruct the Clerk to liaise and assist the Penknife Club.

228.2 Email dated 6th March from Felixstowe Town Council. The correspondence asks whether the Mayor, or other council members would participate in the send-off for a charity bike ride. This event is scheduled to start in St Davids and end in Lowestoft, taking place from April 25th to April 30th. The meeting noted the correspondence and the Mayor, Cllr ES Evans confirmed her enthusiastic involvement with the event.

228.3 Email dated 6th March. Cllr RJ Thornton has put forward a request for the council to consider organising a Tea & Welcome event at the City Hall. This event is intended for the children from Lesotho who will be visiting St Davids in July 2024, similar to the event that took place the previous year. The meeting RESOLVED to approve the City Hall venue as a free of charge location for the proposed fundraising event.

228.4 Email dated 11th March. Hall Manager has put forward a request for the council to consider assisting Ysgol Penrhyn Dewi's fundraising aims to finance a 2025 South Africa tour for Year 9/10 students, including visits to Lesotho. The meeting RESOLVED to approve the City Hall as a wet-weather venue free of charge for the proposed fundraising event.

Planning

229 NP/24/0122/LBA Alterations in tandem with proposed change of use to two dwellings with annex. Replacement of conservatory with single-storey extension. Addition of roof-lights. Replacement timber sash windows. Repairs to garden walls. Argorfa Dawel, St Davids, SA626PH. 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.

Any Other Business

Items for information only:

None.

Items for the next agenda:

Cllr RJ Thornton: Purchase and Installation of specialised hooks to provide support for the City Hall stage curtains.

Cllr JT Jeremy: Extension to the City Hall railings to allow for the display of future event banners without obstructing the longstanding Siop-Y-Bobol banner.

Cllr ES Evans: Update regarding the Tourist Orientation Map of St Davids.

There being no further business the meeting closed at 9.15pm

Signed

Date

Chair