

**Minutes of the Monthly Meeting of the Council on Monday 2nd September 2024 in the Memorial Hall at 7.00pm.**

**Present:** Mayor Cllr BS Sehmi, Cllr W Chant, Cllr DJ Griffiths, Cllr FD John, Cllr B Lloyd, Cllr BT Price, & Cllr RJ Thornton, with S Mann (Clerk), JS Foster (Deputy Clerk) & W Mann (RFO).

A one-minute silence was observed by the City Council to commemorate the life and service of Councillor Shan Williams, who served for twenty-five years.

**51 Apologies for Absence.** Members were requested to directly inform the Clerk of any absences, in order to formally register their apologies and keep an accurate record of attendance.

- a. Apologies received for approval: Cllrs ES Evans, & R Price.
- b. Absent without apology: None.

**52 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. None declared.

**53 Confirmation of Minutes for:**

- a. Extraordinary Meeting of the Council on Monday 19th August 2024 were RESOLVED to be approved.

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

- a. A member of the public made representation on item 62a. revised planning proposal for a new distilling and bottling operation. The proposal included plans for a new facility, improved efficiency, and a focus on reducing noise pollution. The speaker highlighted the potential economic benefits and the positive impact on the local community.

**55 Matters Arising**

- a. **Glasfryn Housing Development.** Visit from PCC currently in the process of completing Phase 1 of the Glasfryn housing development, which will provide 18 affordable social homes to the St Davids community. To ensure these homes are allocated fairly and equitably, PCC is developing a Local Letting Policy. This policy will outline the specific criteria and priorities for allocating the homes to local residents. Following the community event held in August, PCC is now reviewing the feedback received and incorporating it into the development of the Local Letting Policy. The meeting RESOLVED that local residents (St Davids/Solva) registered with ChoiceHomes will have priority to rent the new affordable homes. Those with the strongest local connection will be offered homes first. If there are any remaining homes, people from nearby areas will be considered. The timeline for the project includes Phase 1 (7 units) by November 2024 and Phase 2 (11 units) by Winter 2025.
- b. **Community Land Trust (CLT).** Visit from PLANED to discuss the concept of Community Land Trusts and gauge community interest in establishing one in St Davids. A CLT is a community-led organisation that aims to provide affordable housing and other community assets. By owning and managing land, CLTs can ensure that housing remains affordable for local people, preventing it from being sold on the open market at higher prices. The meeting RESOLVED to approve the concept of establishing a CLT for St Davids with the assistance of PLANED. PLANED will be contacted to determine the next steps.
- c. **Deep Space Advanced Radar Capability (DARC).** St Davids City Council submitted a Freedom of Information (FOI) request on 2 August 2024, expressing concerns about the potential economic, environmental, and health impacts of the DARC base planned for Brawdy Barracks in Pembrokeshire.

- i. The MoD has responded to the FOI request. The meeting considered this information addressed the main areas of concern raised by PARC at the June 17th meeting when the City Council acknowledged PARC's concerns and committed to obtaining additional information from the MoD regarding relevant scientific research. Based on this new information, the City Council RESOLVED to maintain a balanced view of the DARC proposal in the approach to the City Hall engagement event on Saturday, September 14th.
  - ii. PARC Against DARC has requested further support from SDCC. The meeting RESOLVED to allow the banner to be placed on the City Hall railings at the front of the premises.
- d. **Porthclais Harbour Designated Bathing.** SDCC is facilitating the aim to have Porthclais Harbour formally designated as a bathing area by the Welsh Government. Once designated, Natural Resources Wales will conduct regular water testing to ensure the safety of swimmers. To achieve designation, evidence of a significant number of people swimming there must be gathered. This involves conducting surveys to record the number of non-organised event group swimming during the bathing season (May 15th to September 30th). The meeting RESOLVED to request that the Blue-Tits conduct the user survey. The user survey data will strengthen the application for Porthclais Harbour's bathing designation, and SDCC offers support for the process.

## 56 Council Property

- a. **Caretaker House/City Hall Premises Redevelopment.** Motion to approve issuing a public tender to appoint an architect for the St Davids City Hall redevelopment project due to previous architect withdrawals. The tender will evaluate proposals based on experience, qualifications, methodology, and fees. The Council will then review and approve the tender applications. The meeting RESOLVED to direct the Clerk to publish

the tender notice for two weeks in the Pembrokeshire Herald and on the SDCC social media platforms.

- b. **Christmas Lighting 2024.** Quotation received from ETTS for the installation of a radio-controlled upgrade. The meeting RESOLVED to approve the purchase of the required 7 panels at a total cost of £5,565.
- c. **City Hall.** PCC Streetscape Paint Scheme grant opportunity of up to £4,999 available to cover 80% of the cost for repainting City Hall's High Street exterior. It was RESOLVED to direct the Clerk to complete the application.
- d. **Mayoral Attire.** Quotation received for replacement Bicorn. It was RESOLVED to purchase the replacement from Michael's Civic Robes for a total cost of £507.50.
- e. **SDCC Website.** Quotation received for drone photos of St Davids. The meeting RESOLVED to purchase photos of Cross Square, the Cathedral, and Whitesands at a cost of £140 from BR Drone.
- f. **Virtual Meetings.** Consideration to purchase virtual meeting equipment. The meeting RESOLVED to approve the purchase of a video conferencing monitor and stand, with a total cost of £595.15 for the selected items.
- g. **Whitesands Café.** Quotation for remedial work. The meeting RESOLVED to approve H M Services to undertake the roof work at a cost of £1,796.95 & the abutting bank to rear café wall at a cost of £3,694.60. Both projects will not disrupt cafe operations.

## 57 Correspondence

- a. Email dated 25th July from Urdd Gobaith Cymru requesting financial assistance. The meeting acknowledged the organisation which plays a significant role in promoting Welsh culture and providing opportunities for young people in Wales. It was RESOLVED to donate £300.

**58 Accounts**

- a. Internal Audit for June 2024 was RESOLVED to have been completed successfully.
- b. The accounts for July 2024 were presented to the meeting and it was RESOLVED that these statements are approved.
- c. Internal Audit for July 2024 was RESOLVED to have been completed successfully.
- d. The accounts for August 2024 were presented to the meeting and it was RESOLVED that these statements are approved.

Financial Report		July-24	
<b>Balance @ Bank on</b>	<b>31-Jul-24</b>		<b>£166,841.24</b>
<b>LGA 1972 SEC 137 24/25 £16939</b>		<b>£16,939.00</b>	<b>LGA 1972 Sec 214 Cemetery Maintenance</b>
Last month's donations		£750.00	Total donated 24/25
2024 / 2025	Total	£3,000.00	£0.00
<b>Balance available</b>		<b>£13,939.00</b>	
<b>Income</b>			
City Hall			£2,650
Whitesands ( <i>Includes Café Rent (£2100)</i> )			£34,277
Market			£979
<b>TOTAL</b>			<b>£37,906</b>
<b>Expenditure</b>			
			<b>£100+ Items</b>
City Hall (ex Hall Manager Salary)	£2,002		£1,385
Whitesands	£8,254		£8,148
Office & Administration	£5,920		£5,165
Admin Staff Costs (Inc Hall Manager)	£7,573		£7,573
Street Furniture	£962		£785
Play Area	£253		£253
Events	£74		£0
Finance	£912		£912
Market	£610		£610
St Justinians	£1,460		£1,460
<b>TOTAL</b>	<b>£28,020</b>		<b>£26,291</b>
<b>Addendum of Items of £100 plus Value is Attached</b>			

## ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS

		MONTH									
		Jul-24									
		Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
£500	137 Donation									£500	
£450	OVW Annual subscription				£450						
£1,697	Attendants Fees		£1,697								
£1,143	Attendants Fees		£1,143								
£1,010	Attendants Fees		£1,010								
£965	Attendants Fees		£965								
£906	Attendants Fees		£906								
£125	Attendants Fees										£125
£125	Attendants Fees										£125
£125	Attendants Fees										£125
£125	Attendants Fees										£125
£162	Bank Charges									£162	
£1,500	Councillor Allowances				£1,500						
£500	Councillor Allowances				£500						
£208	Councillor Allowances				£208						
£208	Councillor Allowances				£208						
£208	Councillor Allowances				£208						
£208	Councillor Allowances				£208						
£156	Councillor Allowances				£156						
£156	Councillor Allowances				£156						
£620	St Justinians Toilet Provi								£620		
£600	St Justinians Toilet Provi								£600		
£250	Donation									£250	
		Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
	Office Equipment & Photocopier Lease										
£464	Charges				£464						
£263	Heat & Light	£263									
£193	House Gate Repair	£193									
£1,106	Newsletter April, May &				£1,106						
£2,426	Non Domestic Rates		£2,426								
£350	Council Tax	£350									
£579	Non Domestic Rates	£579									
£240	St Justinians Toilet Provi								£240		
£110	Stall Storage										£110
£617	Street Flowers and Bulb			£617							
£168	Sign Cleaning			£168							
£253	Waun Fawr Grass Cuttir						£253				
£7,573	Salaries inc Pensions & PAYE & NI					£7,573					
<b>£26,291</b>		<b>£1,385</b>	<b>£8,148</b>	<b>£785</b>	<b>£5,165</b>	<b>£7,573</b>	<b>£253</b>	<b>£0</b>	<b>£1,460</b>	<b>£912</b>	<b>£610</b>

Financial Report			August-24	
<b>Balance @ Bank on</b>	<b>27-Aug-24</b>			<b>£203,110.66</b>
<b>LGA 1972 SEC 137 24/25 £16939</b>		<b>£16,939.00</b>	<b>LGA 1972 Sec 214 Cemetery Maintenance</b>	
Last month's donations		£0.00	Total donated 24/25	£0.00
2024 / 2025	Total	£3,000.00		
<b>Balance available</b>		<b>£13,939.00</b>		
<b>Income</b>				
City Hall				£2,348
Whitesands (Includes Café Rent (£2100))				£24,529
Market				£875
Finance (Precept)				£16,666
<b>TOTAL</b>				<b>£44,418</b>
<b>Expenditure</b>				
				<b>£100+ Items</b>
City Hall (ex Hall Manager Salary)		£1,164		£856
Whitesands		£5,901		£5,727
Office & Administration		£1,370		£1,240
Admin Staff Costs (Inc Hall Manager)		£1,925		£1,925
Street Furniture		£25		£0
Play Area		£4,145		£4,145
Events		£237		£0
Finance		£183		£183
Market		£485		£485
St Justinians		£0		£0
<b>TOTAL</b>		<b>£15,435</b>		<b>£14,561</b>
<b>Addendum of Items of £100 plus Value is Attached</b>				



ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS												
												MONTH
												Aug-24
	Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	Justinians	Finance	Market		
	Waun Fawr Solar											
£4,145	Lights Replacement					£4,145						
£2,099	Attendants Fees	£2,099										
£1,870	Attendants Fees	£1,870										
£1,758	Attendants Fees	£1,758										
£578	Newsletter			£578								
£350	Non domestic Rates											
£1,925	PAYE, NI & Pensions				£1,925							
£279	Utilities											
£246	Audit Wales Fee FYE 2021					£246						
£227	Fire & Safety Annual Checks											
£208	Councillor Expenses			£208								
£208	Councillor Expenses			£208								
£183	Bank charges								£183			
£125	Attendants Fees										£125	
£125	Attendants Fees										£125	
£125	Attendants Fees										£125	
£110	Market Stall Storage										£110	
<b>£14,561</b>		<b>£5,727</b>	<b>£0</b>	<b>£1,240</b>	<b>£1,925</b>	<b>£4,145</b>	<b>£0</b>	<b>£0</b>	<b>£183</b>	<b>£485</b>	<b>£183</b>	<b>£0</b>

## 59 County Councillors Report

County Councillor Bethan Price reported the following issues to the meeting:

St Davids Waste and Recycling Centre: Significant community opposition to the proposed closure of the St Davids Waste and Recycling Centre.

Oriel y Parc: Visitors to Oriel y Parc have expressed concerns about the safety of the crossing between the car park and the visitor centre.

The Pebbles: Residents of The Pebbles have requested additional double yellow lines to deter cars from parking outside their properties.

Catherine Street: Councillor Price confirmed that the PCC Highways Department has yet to address the repainting of road lines on Catherine Street.

## 60 Reports from Committees

- a. Caretaker House Committee: Next meeting TBC. *See below*
- b. City Hall Committee: Next meeting TBC. *See below*
- c. Community Engagement Committee: Autumn event in the City Hall TBC. *See below*
- d. Finance Committee: Next meeting TBC. *See below*
- e. General Purposes Committee: Next meeting TBC. *See below*
- f. Grants Development Committee: Next meeting TBC. *See below*
- g. Market Committee: Next meeting 3rd September. *See below*
- h. Scout Hut Committee: Next meeting TBC. *See below*
- i. Staffing Committee: Completion of Annual Appraisals TBC. *See below*

Committee Membership matters will be addressed after the appointment of the three new councillors at the end of September.

## 61 Reports from Members representing the Council

- a. Coffee and Chat: Progressing well.
- b. EcoDewi / Bee Friendly: An invitation will be extended to attend the SDCC autumn community engagement event.

- c. One Voice Wales: Nothing to report.
- d. Oriel Y Parc: The meeting RESOLVED to remove this item from the list.
- e. Pembrokeshire Peninsular Stakeholder Group: SDCC representative TBC.
- f. Police Surgery: Next surgery 12th September.
- g. Porthclais Harbour Authority: Recent Fishing Competition.
- h. Porthstinian Boat Owners Association: Nothing to report.
- i. Porthmawr Surf Life Saving Club: Nothing to report.
- j. St Davids Befrienders: Nothing to report.
- k. St Davids Christmas Tree Association: Next meeting TBC.
- l. St Davids Day Celebrations Group: Nothing to report
- m. St Davids Day Centre for the Elderly: Resommenced following the summer break.
- n. St Davids Festivals: Recent summer events in the Cathedral.
- o. St Davids Matsieng Lesotho Link: Nothing to report
- p. St Davids Peninsula Tourist and Traders Association: This year's Sand Cathedral event was cancelled due to poor weather conditions.
- q. St Davids RFC: New tenants appointed.
- r. Youth Drop In: Nothing to report
- s. Ysgol Penrhyn Dewi Governor: Nothing to report

## 62 Planning

- a. **NP/24/0290/LBA** Installation of air source heat pump adjacent to building & ground mounted solar array in adjacent field. Upper Clegyr, St Davids, SA62 6QN. 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.
- b. **NP/24/0427/FUL** Mixed use of 11-13 Nun Street as Bed and Breakfast Accommodation and to house part of the gin distillery plant that is required for

processing gin distillations for St Davids Distillery Ltd. 11-13 Nun Street, St Davids, SA62 6NS. 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:**

- Cllr FD John: Informed the meeting that Nun Street had been experiencing a blackout of street lights.
- Cllr FD John: Requested that the upcoming Save St Davids Surgery public meeting at City Hall be promoted more widely, and the Deputy Clerk confirmed that the notice had been posted on the City Council's social media platforms.

**Items for the next agenda:**

- Cllr RJ Thornton: Recommendation to consider purchasing the newest version of Local Governance Administration for the City Council.

There being no further business the meeting closed at 9.20pm

Signed .....

Date .....

Chair