

Minutes of the Monthly Meeting of the Council on Monday 7th October 2024 in the Memorial Hall at 7.00pm.

Present: Mayor Cllr BS Sehmi, Cllr W Chant, Cllr ES Evans, Cllr S Foster, Cllr MC Gray, Cllr DJ Griffiths, Cllr FD John, Cllr B Lloyd, Cllr S Minas, Cllr R Price (arrived at 8.05pm), & Cllr RJ Thornton, with S Mann (Clerk), JS Foster (Deputy Clerk) & W Mann (RFO).

72 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: Cllr BT Price.
- b. Absent without apology: None.

73 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.

74 Confirmation of Minutes for:

- a. Extraordinary Meeting of the Council on Monday 23rd September 2024 were RESOLVED to be approved.

75 Matters Arising

- a. **Community Wellbeing Action Plan.** Together for Change (TfC) is offering a limited number of Pembrokeshire Town and Community Councils free support and training to develop Community Wellbeing Action Plans collaboratively with their communities and partner organisations.
 - i. The motion to support community engagement and co-create a plan with TfC was RESOLVED to be approved, with Cllr B Lloyd designated as the City Council liaison.

- b. **St Davids Waste and Recycling Centre.** PCC Policy Meeting has been pushed back to 12th November. After the OSC meeting, it will go to Cabinet for a final decision, this should be in December.
- i. The motion to submit a public correspondence by 8th November to be read out at the meeting at the OSC meeting was RESOLVED to be approved, with the Clerk nominated as the City Council representative to attend.
- c. **Enhancing Pembrokeshire Funding & Section 106.** The current amount of S106 funds for Bryn Teg Play Area & EPF available for the Memorial Playing Field. The meeting noted that the expected update, which was anticipated by October 7th, had not yet been received.
- d. **PCNPA Section 106 Enquiry Regarding Affordable Housing Funds (NP/24/0119/MOD).** The meeting acknowledged that the £82,000 commuted sum accepted by the PCNPA in place of an affordable housing unit is still under review. There is potential to use these funds to establish a Community Land Trust (CLT) in St Davids. If the planning application NP/24/0119/MOD, which seeks to modify the Section 106 Agreement to allocate the commuted sum towards affordable housing is approved, the PCC Housing Strategy and Affordable Housing Manager will oversee the expenditure of this sum and will be informed about the proposed CLT in St Davids.
- e. **Pembrokeshire County Council Asset Transfers.** The meeting acknowledged the following updates:
- i. **Bryn Road Toilets Covenant.** PCC has obtained legal advice and confirmed that it cannot proceed with an unrestricted freehold transfer of the Bryn Road property. PCC can only consider the current legal title and not the original transfer. Transferring the title to the City Council without restrictions or payment would breach PCC's statutory duty to obtain best value. However, there are other options available. PCC is willing to grant the City Council a long

leasehold (125 years) with the condition that a public toilet is maintained on the site. Alternatively, the City Council could continue to cover the cost of the toilet provision or opt for a short-term lease if it prefers not to commit long-term. If none of these options are acceptable, PCC will proceed with the plan to close the property as decided by the Cabinet in February 2023.

ii. **Whitesands Public Toilets.** PCC currently does not have a specific timeframe for the transfer of Whitesands public toilets to the City Council. PCC has recently renewed its maintenance contract and is updating the cost per toilet to ensure accuracy. A detailed breakdown should be available within the next few weeks.

f. **Porthclais Harbour Bathing Water Designation.** Following the resolution on September 2nd (item 55d), an update was received regarding the request for the Blue-Tits to conduct the user survey. This survey data is crucial for strengthening the application for Porthclais Harbour's bathing designation, and SDCC supports this process. However, the Blue-Tits have informed us that they are unavailable to conduct the survey. Consequently, the meeting RESOLVED to direct the Clerk, with assistance from Cllr FD John (Porthclais Harbour representative) and Cllr S Minas, to approach the Porthclais Harbour kiosk operatives. The aim is to arrange for the kiosk operatives to conduct the user survey during the bathing season, from May 1st to September 30th.

76 Council Property

a. **Caretaker House Redevelopment.** SDCC obtained proposals from qualified architectural firms to provide comprehensive architectural services for the redevelopment of the St Davids City Hall Premises. This project – so far considered – is a design to create a modern and sustainable facility that will enhance the Council's operations and contribute to the revitalisation of the area. Two architectural firms

submitted proposals by the September 20th deadline. After reassessing the brief, the meeting RESOLVED to postpone appointing an architect and to first of all review the project's financial feasibility including its potential running costs of this project and to also consider the feasibility and affordability of alternative projects. To this end the meeting scheduled a Caretaker House Committee meeting on Monday 21st October. The 21st October meeting will inform a community consultation scheduled for Tuesday 22nd October to gather feedback on redevelopment options and their financial implications presenting the project's total cost, repayment timeline, and impact on community precepting. This consultation is essential for obtaining Welsh Government authorisation for the City Council to borrow funds for the redevelopment.

- b. **City Hall.** Centenary of the opening of St Davids City Hall 3rd November 1924. The meeting RESOLVED to develop plans for marking the centenary by setting up a memorial display in the Memorial Hall during the public engagement event on Tuesday, 22nd October. The St Davids Historical Society will be approached to help with the arrangements, with assistance from Cllr RJ Thornton (member of the Historical Society).
- c. **Whitesands.** PCNPA's pre-application advice initially recommended wood-cladded containers for SDCC's Change of Use application. However, they have now made this a mandatory requirement.
 - i. The motion to approve the necessary architectural scale drawings for the wood-cladded units, along with the associated installation costs, following SDCC's approved Change of Use application for the 2025 season was RESOLVED to be postponed & Cllr S Foster volunteered to look into this matter on the Council's behalf.

77 Council Policies

- a. **Disclosure and Barring Services.** The General Purposes Committee, meeting on July 17th, reviewed the updated draft policy, incorporating the guidance provided by DBS Cymru, and has made the following recommendation to be formally approved by full council.
 - i. The motion to adopt the updated DBS policy and require that members' confirmed DBS certificates be recorded in the full council meeting minutes for transparency was RESOLVED to be approved.

78 Training and Development

- a. **Local Governance and Administration.** Arnold-Baker on Local Council Administration is a complete statement of the law relating to parish and community councils.
 - i. The motion to Consider purchasing the 13th Edition of Local Governance and Administration at a cost of £140, as requested by Cllr RJ Thornton, was RESOLVED to be approved.
- b. **Staff Matters.** The Staffing Committee's May 29th, 2024, recommendation to allow the Clerk to work from home on Fridays up until end of November 2024 to support the Clerk's CiLCA training was resolved to be formally approved by full council on June 10th 2024 – item 22.
 - i. **Motion for approval.** The motion to temporarily reduce the Clerk's office workload, and the second monthly meetings of October and November cancelled to facilitate this arrangement was RESOLVED to be approved. After November, the typical two monthly meetings of the full council will resume, with the exception of December and August.

79 Accounts

- a. Internal Audit for August 2024 was RESOLVED to have been completed successfully.

- b. The accounts for September 2024 were presented to the meeting and it was
RESOLVED that these statements are approved.

Financial Report			September-24		
Balance @ Bank on	30-Sep-24				£210,605.07
LGA 1972 SEC 137 24/25 £16485			LGA 1972 Sec 214 Cemetery Maintenance		
Last month's donations		£0.00	Total donated 24/25		£0.00
2024 / 2025	Total	£3,000.00			
Balance available		£13,485.00			
Income					
City Hall					£3,125
Whitesands (<i>Includes Café Rent (£2100)</i>)					£25,550
Market					£792
TOTAL					£29,467
Expenditure					
				£100+ Items	
City Hall (ex Hall Manager Salary)		£1,646		£1,274	
Whitesands		£6,432		£6,373	
Office & Administration		£1,360		£1,025	
Admin Staff Costs (Inc Hall Manager)		£7,573		£7,573	
Street Furniture		£961		£869	
Play Area		£1,651		£1,651	
Events		£330		£259	
Finance		£224		£224	
Market		£735		£735	
St Justinians		£1,760		£1,760	
TOTAL		£22,672		£21,743	
Addendum of Items of £100 plus Value is Attached					

80 Correspondence

- a. Email dated July 25th & 30th August from community member and Clerk's response dated September 2nd concerning Whitesands commercial trading. The meeting acknowledged the correspondence and it was RESOLVED to instruct the Clerk to notify the community member that a comprehensive Whitesands Review will be included on the agenda for the January 6, 2025 meeting.
- b. Email dated 2nd September from community member concerning the grass verge alongside St Davids Assemblies, and The Premier Inn. The meeting RESOLVED to direct the Clerk to verify the agreement reached between PCC and The Bug Farm earlier in the year.
- c. Email dated 2nd September from a local couple recently celebrated their Diamond Wedding Anniversary requesting that instead of receiving flowers, donations be made to the St Davids RNLI Lifeboat. The meeting RESOLVED to approve the allocation of £35, the usual amount spent on flower presentation gifts, towards the St Davids RNLI Lifeboat in accordance with Section 137(3)(a) of the Local Government Act 1972.
- d. Letter dated September 25th from the St Davids City and District Bowls Club concerning lighting issues at the rear of the City Hall. The club mention that this issue is affecting their access to their external store. The meeting RESOLVED to direct the Clerk to explore solutions for the lighting needs and to contact Eco Dewi for assistance with suitable bat-friendly lighting options.

81 Remembrance Sunday 10th November 2024

- a. Remembrance Parade: Sunday, November 10th, at 10:20am, originating from Oriel Y Parc Car Park. *See below*
- b. Remembrance Parade Program: The draft program will be finalised by Parade Leader Mr John Williams. *See below*

- c. RAFA Club Buffet Reception: *A contribution of £400 was approved towards the 2023 event. See below*

The meeting RESOLVED to approve a £400 contribution to the 2024 event and requested the Clerk to share the finalised parade program once it is complete.

82 Christmas Events 2024

The following arrangements were RESOLVED to be approved for 2024:

- a. Christmas Tree Lighting Ceremony and Father Christmas' Grotto: Saturday, November 30th. The meeting noted that the quote for the Christmas tree was still pending.
- b. Community Award: The successful candidate will be chosen at the City Council's December monthly meeting before the Civic Reception on Friday, December 6th.
- c. December Monthly Meeting of Council: Monday, December 2nd.
- d. Civic Reception: Friday, December 6th.
 - i. Light refreshments, including mulled wine and mince pies.
 - ii. Entertainment: The Clerk was instructed to contact The Pembrokeshire Pirates, who provided the musical entertainment last year.
- e. Christmas Market: Thursday, December 12th. Subject to confirmation based on participation numbers.
- f. Senior Citizens Christmas Lunch: Wednesday, December 11th.
 - i. Catering arrangements - The Clerk was instructed to contact Mr N Walsh, as in 2023.
 - ii. Entertainment: Cathedral Bell Ringers, Choristers, and pupils of YPD, as in 2023.
 - iii. Purchase of food and sundries, as in 2023.
- g. Window Decoration Competition: Monday, December 20th.

83 Reports from Committees

- a. Caretaker House Committee: Cllr RJ Thornton updated the meeting on the progress of a grant application for solar panels at City Hall. The application needs planning approval before the November deadline.
- b. City Hall Committee: Next meeting TBC.
- c. Community Engagement Committee: Cllr S Foster was formally appointed as a committee member. The next engagement event is scheduled for October 22nd.
- d. Finance Committee: Cllr S Minas was formally appointed as a committee member. The next meeting is scheduled for October 28th.
- e. General Purposes Committee: Cllr W Chant was formally appointed as a committee member. Next meeting TBC.
- f. Grants Development Committee: Cllr S Minas was formally appointed as a committee member. Next meeting TBC.
- g. Market Committee: Cllr R Price was formally appointed as a committee member in place of Cllr ES Evans. Next meeting TBC.
- h. Scout Hut Committee: Next meeting TBC.
- i. Staffing Committee: Cllr S Minas was formally appointed as a committee member. The annual appraisal process for staff is scheduled to conclude on Tuesday, October 8th.

84 Reports from Members representing the Council

- a. Coffee and Chat: Nothing to report.
- b. EcoDewi / Bee Friendly: Projects continue.
- c. One Voice Wales: Cllr S Foster agreed as new representative. Next meeting TBC.
- d. Pembrokeshire Peninsular Stakeholder Group: Cllr S Foster agreed as new representative.
- e. Police Surgery: Recent complaints with regard to reliability scheduled surgeries.
- f. Porthclais Harbour Authority: Season now ended.

- g. Porthstinian Boat Owners Association: Last meeting was concerned with parking issues.
- h. Porthmawr Surf Life Saving Club: Season has ended at Whitesands beach.
- i. St Davids Befrienders: Next meeting 22nd September AGM.
- j. St Davids Christmas Tree Association: Next meeting 7th November.
- k. St Davids Day Celebrations Group: Next meeting TBC.
- l. St Davids Day Centre for the Elderly: Nothing reported.
- m. St Davids Festivals: Boia Festival 27th October.
- n. St Davids Matsieng Lesotho Link: Representative scheduled for visit 17th October.
- o. St Davids Peninsula Tourist and Traders Association: Next meeting 16th October.
- p. St Davids RFC: Support Wales Grant Flooding Lights completion.
- q. Youth Drop In: Youth Club has recommenced after holidays.
- r. Ysgol Penrhyn Dewi Governor: Stonewall Roundhouse funding award.

85 Planning

- a. **NP/24/0467/FUL** Proposed replacement front porch. Ty Glasfryn, Glasfryn Road, St Davids, SA62. 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/24/0497/FUL** Proposed replacement rear extension and internal alterations. 30 Goat Street, St Davids, SA62 6RF. 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: Cross Square Fountain is now functioning
- Cllr RJ Thornton: Councillor badges required for the new councillors.

- Cllr ES Evans: Enquired with regard to Ex-Mayor badge.

Items for the next agenda:

- Cllr FD John: St Davids Leisure Centre lacks an all-weather sports field.

There being no further business the meeting closed at 9.30pm