

Minutes of the Second Monthly Meeting of the Council on Monday 20th January 2025 in the Council Chamber at 7.00pm.

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

140 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, & Cllr W Chant.

141 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.

- a. Declarations made:
 - i. Cllr MC Gray declared a personal interest in item 144.b.

142 Confirmation of Minutes for:

- a. Monthly Meeting of the Council on Monday 6th January 2025 were RESOLVED to be approved.

143 Public Representations from members of the public in attendance about any business to be discussed: None.

144 Matters Arising

- a. **Anti-Racist Action Plan (ARAP)**

The Council received a presentation from Councillors Randell and Danny Thomas-Turner regarding Pembrokeshire County Council's Anti-Racist Action Plan (ARAP).

They outlined:

- i. PCC's adoption of the plan in May 2024 as part of Wales' aim to become the first anti-racist nation by 2030.

- ii. The seven-point implementation framework for town/community councils.
 - iii. Current adoption by several town councils including Haverfordwest, Pembroke Dock and Tenby.
 - iv. Engagement initiatives including traveller community outreach.
 - v. The establishment of a PCC monitoring committee with town/community council representation.
 - vi. Training provision – providers TBC.
 - vii. Quarterly working group meetings commencing March 2025.
- b. Following discussion of implementation options, resource implications and coordination with PCC's framework, it was RESOLVED to:
- i. Approve adoption of the ARAP initiative in principle.
 - ii. Direct the Clerk to:
 - Request detailed implementation options and timeline.
 - iii. Consider nomination of a Council representative to the PCC working group.
- c. **Glasfryn Development - Local Lettings Policy Update**
- Update regarding PCC's decision to include Llanrhian in first round allocations, which differs from the agreed Local Lettings Policy (September 2024). Phase 2 comprises 11 two-bedroom bungalows for completion late 2025. PCC has invited members to attend an open house consultation at 23 Glasfryn on January 28th 2025. The meeting reviewed an update from PCC's Gaynor Toft clarifying PCC's authority regarding Llanrhian Ward allocation decisions, it was RESOLVED to:
- i. Instruct the Clerk to write PCC expressing local residents' concerns and disappointment.

d. **Bryn Road Public Convenience: Asset Transfer and Operational Costs**

To receive an update on the pending response from PCC regarding covenant restrictions and asset transfer considerations. The response is expected to be available for review at this meeting, which will inform SDCC's position on PCC's proposed operational cost increase for 2025-26 (from £13,554.00 to £14,272.45). No update received. RESOLVED to:

- i. Instruct the Clerk to send a reminder.
- ii. Note SDCC's potential to operate cheaper local contract.

e. **Bws y Bobol Review**

Further to Minute Ref 123/24 (6th January 2025), emails have been sent to Pembrokeshire County Council Transport Department and Pembrokeshire Voluntary Transport requesting historical service information and reinstatement requirements. Responses anticipated by the time of the meeting. Members were also referred to recent correspondence between the RFO and Siop y Bobol Treasurer providing clarification of the shop's non-charity status and historical involvement with Bws y Bobol:

- i. Pembrokeshire Voluntary Transport response awaited.
- ii. Cllr S Minas requested investigation into potential money reclaim.
- iii. Referred to Finance Committee.

145 Council Tax Precept Submission 2025/26

- a. PCC has set the tax base for the St Davids area as being a band "D" equivalent of 1485.39 for the financial year 2025/26, and confirmed key dates for the 2025/26 precept process. *See below*
- b. To consider and approve the Finance Committee's recommendation to increase the precept to £60,000 for the 2025-26 financial year, following their review of projected expenditure and council reserves at their meeting of 13th January 2025. The

recommendation addresses increased operational costs while maintaining appropriate reserve levels and considering household impact.

RESOLVED to:

- i. Approve £60,000 precept.
- ii. Note appreciation of Finance Committee's work.

**Finance Committee Consideration at its meeting on Monday 13th January:
Recommendation to Council of 25/26 budget.**

The 25/26 budget based upon the current precept of £50000 indicates an excess of expenditure over income of £29000.

The main elements that contribute to this excess are:

- 1 The increase in Whitesands Non-Domestic Rates of £7000 - all transitional relief will have ended by 25/26.
- 2 The cost of maintaining Bryn Road Toilets (PCC charges) of £14000 and a continuing provision for professional fees relating to the City Hall development of £10000 – a net increase of £4000 over the previous year's provision.
- 3 An increase of £5000 in provision for play area in anticipation of repairs and maintenance.
- 4 Plus a general provision of up to 10% for an increase in general costs.

The committee recommends that the precept be set at £60000 therefore – rather than to £79000 to accommodate all of the £19000 excess. The committee considers that council reserves are adequate to good and the impact upon reserves by a precept increase of only £10000 would not be significant.

Included in this report is the summary budget, a chart showing the movement of council reserves by March 2026 and a profile of the impact of the increased precept on households.

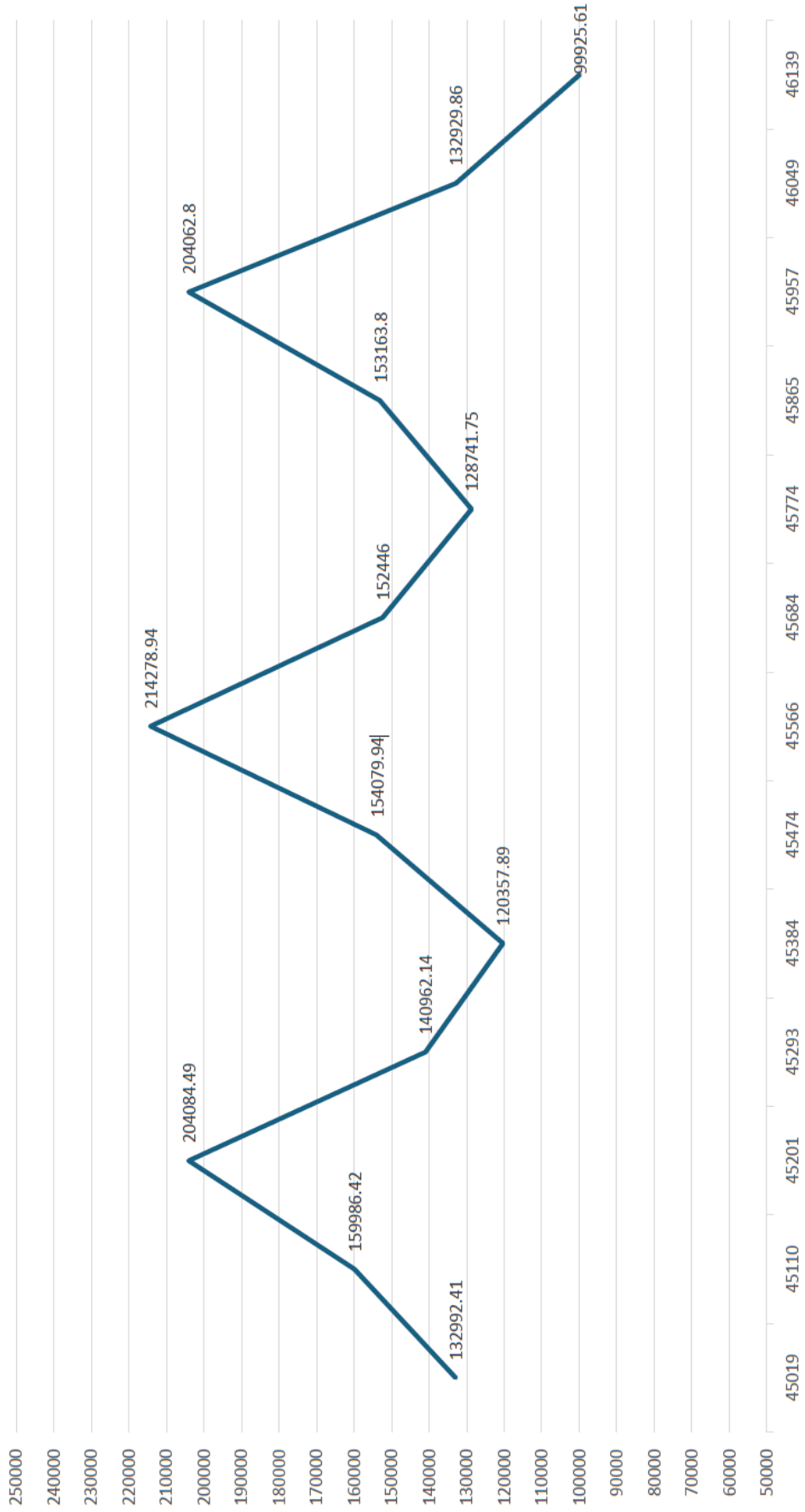
RFO 14th January 2024

		Last Year		Total	Current Year		Committed	Agreed	Next Year	
		Budget	Actual		Actual YTD	Projected			EMR	Carried Forward
101	City Hall									
	Total Income	9,000	8,687	10,000	12,583	16,537	0	12,000	0	0
	Overhead Expenditure	55,153	41,389	67,204	41,966	38,798	0	75,017	0	0
	Movement to/(from) Gen Reserve	(46,153)	(32,702)	(57,204)	(29,372)	(22,261)		(63,017)		
102	Whitesands									
	Total Income	239,023	218,170	232,035	198,275	296,810	0	218,940	0	0
	Overhead Expenditure	72,967	66,287	69,816	67,803	77,114	0	77,747	0	0
	Movement to/(from) Gen Reserve	166,056	151,883	162,219	130,473	219,696		141,193		
104	Street Furniture									
	Total Income	0	0	0	5,306	6,676	0	0	0	0
	Overhead Expenditure	4,091	2,301	1,625	2,703	4,142	0	3,960	0	0
	Movement to/(from) Gen Reserve	(4,091)	(2,301)	(1,625)	2,603	2,534		(3,960)		
105	Office & Administration									
	Total Income	1,335	0	0	0	0	0	0	0	0
	Overhead Expenditure	40,453	29,563	29,254	27,545	28,267	0	34,770	0	0
	Movement to/(from) Gen Reserve	(39,118)	(29,563)	(29,254)	(27,545)	(28,267)		(34,770)		
106	Admin Staff Costs									
	Overhead Expenditure	59,202	74,146	69,762	60,259	69,440	0	74,946	0	0
	Movement to/(from) Gen Reserve	(59,202)	(74,146)	(69,762)	(60,259)	(69,440)		(74,946)		
107	Play Area									
	Total Income	0	250	250	250	0	0	250	0	0

	Last Year		Total	Current Year		Committed	Next Year	
	Budget	Actual		Actual YTD	Projected		Agreed	EMR
Overhead Expenditure	10,000	3,444	7,550	8,683	13,193	0	13,255	0
Movement to/(from) Gen Reserve	(10,000)	(3,194)	(7,300)	(8,433)	(13,193)		(13,005)	
Total Income	100	217	105	25	43	0	105	0
Overhead Expenditure	23,113	21,862	25,100	17,049	2,467	0	25,410	0
Movement to/(from) Gen Reserve	(23,013)	(21,646)	(24,995)	(17,024)	(2,424)		(25,305)	
St Justinians								
Total Income	4,000	6,709	4,100	4,067	3,428	0	4,510	0
Overhead Expenditure	6,000	5,220	6,500	6,100	8,467	0	7,150	0
Movement to/(from) Gen Reserve	(2,000)	1,489	(2,400)	(2,033)	(5,039)		(2,640)	
Finance								
Total Income	750	1,053	50,683	50,000	57,134	0	60,750	0
Overhead Expenditure	8,460	4,168	6,063	6,205	6,252	0	7,300	0
Movement to/(from) Gen Reserve	(7,710)	(3,115)	(44,620)	(43,795)	(50,882)		(53,450)	
Market								
Total Income	8,000	8,061	8,000	9,431	10,372	0	10,000	0
Overhead Expenditure	4,000	6,138	9,000	4,777	6,550	0	6,000	0
Movement to/(from) Gen Reserve	4,000	1,923	(1,000)	4,654	3,822		4,000	
Next Year								
Agreed								
EMR								
Carried Forward								
Total Budget Income	262,208	243,146	305,173	279,937	391,000	0	306,555	0
Expenditure	283,439	254,518	291,874	243,079	254,690	0	325,555	0
Movement to/(from) Gen Reserve	(21,231)	(11,372)	(13,299)	36,858	(136,310)		(19,000)	

ENTER TOTAL NUMBER OF BAND EQUIVALENTS THEREFORE (NOTIFIED BY PCC)				1485.39	1485.39
ENTER THE REQUIRED PRECEPT FIGURE HERE				£50,000	£60,000
ADDITIONAL BAND D (PRECEPT) COUNCIL TAX THEREFORE				£33.66	£40.39
BAND	Factor	Number of Households	BAND D Equivalents	ANNUAL PRECEPT COUNCIL TAX	Additional Amount Monthly
A	2/3			£22.44	£1.87
B	7/9			£26.18	£2.18
C	8/9			£29.92	£2.49
D	1			£33.66	£2.81
E	1 2/9			£41.14	£3.43
F	1 4/9			£48.62	£4.05
G	1 2/3			£56.10	£4.68
H	2			£67.32	£5.61
				£26.93	£2.24
				£31.42	£2.62
				£35.91	£2.99
				£40.39	£3.37
				£49.37	£4.11
				£58.35	£4.86
				£67.32	£5.61
				£80.79	£6.73

Actual Monthly Bank Balances From April 2023 to January 2025 and Projected Bank Balances From February 2025 to April 2026



146 Christmas Lighting Contract Tender 2025-27

- a. To consider approval for advertising the Christmas lighting tender for the three-year period 2025-27. The current contract expires following the 2024 holiday season. Tender responses required by April 28th, 2025.
- b. Motion: That the Council approves the immediate release of tender documentation to secure Christmas lighting provision for 2025-27.

RESOLVED to:

- i. Instruct Clerk to review contract regarding light removal.
- ii. Specify lowest tender requirement.
- iii. Include repairs coverage clause.
- iv. Check insurance and public liability wording.
- v. Approve tender advertisement.

147 Whitesands Car Park Ice Cream Concession 2025-27

- a. To consider the ice cream concession tender arrangements at Whitesands Car Park for the 2025-27 seasons. While historically the City Council's tender advertisements have permitted either a hut or van option for this concession, PCNPA confirmed on 15th January 2025 that only a mobile ice cream van operating on a daily drive on/off basis would not require planning permission, as this does not constitute a change of use of the car park. To ensure continuity of service provision and comply with planning requirements, Members are asked to consider proceeding with an ice cream van only tender advertisement for immediate issue.
- b. Motion: To approve the immediate advertisement of the ice cream concession tender specifying a mobile ice cream van only, which would operate on a daily drive on/off basis during the trading season.

RESOLVED to approve tender issue for all concessions including:

- i. Ice cream van

- ii. Surf hire
- iii. Wetsuit hire
- iv. Deck chair hire

148 Whitesands Car Park Mobile Trading Arrangements

- a. The Clerk has sought clarification from PCNPA regarding whether the principle that applies to mobile ice cream vans (no planning permission required for daily drive on/off operation) would extend to other mobile trading units such as surf hire, wetsuit hire and deck chair hire vehicles/trailers. These businesses have historically purchased commercial parking passes for overnight parking in the car park. A response from PCNPA is anticipated by the time of the meeting.
- b. Motion: To consider PCNPA's response regarding the permissibility of mobile trading units operating on a daily drive on/off basis at Whitesands Car Park.

RESOLVED to approve as per item 147.

149 Whitesands Resident Pass Scheme - Verification of Residency Status

- a. Following Council's direction to investigate the feasibility of extending the Whitesands Resident Pass scheme to Solva Ward and obtaining their electoral register, the Clerk has received confirmation from Pembrokeshire County Council that:
 - i. The City Council cannot obtain electoral registers for areas outside its jurisdiction.
 - ii. The current permitted use of electoral registers by Town/Community Councils is restricted to specific statutory purposes.
- b. The Council is asked to consider:
 - i. Adopting an alternative residency verification method for all applicants using:
 - Council tax bills (which clearly identify primary/second home status).
 - Proof of ID and address documentation.

- ii. The equitable treatment of neighbouring communities:
 - Whether to extend the scheme to Llanrhian Ward, which largely shares the same catchment area and facilities as St Davids and Solva.
 - The implications of offering the concession to one neighbouring ward but not others.
- iii. The financial impact on St Davids Ward residents:
 - The subsidisation of neighbouring wards' residents through St Davids' precept.
 - The effect on St Davids Ward's council tax while other wards maintain minimal precepts.
- c. Recommendation: That the Council:
 - i. Approves the alternative verification method using council tax bills and proof of ID/address. *See below*
 - ii. Reviews its position on extending the scheme to neighbouring wards in light of equity considerations and financial implications. *See below*

Following advice from One Voice Wales and SLCC regarding electoral register use,

RESOLVED to:

- iii. Approve alternative verification using council tax bills / proof of address.
- iv. Not extend scheme to neighbouring Solva or Llanrhian wards due to financial impact on St Davids residents.

150 Whitesands Car Park Tariff Sign 2025

- a. To consider approval for the procurement and installation of a new tariff display sign at Whitesands Car Park for the upcoming 2025 season, including associated costs and implementation arrangements.
- b. Recommendation: That Members approve the purchase and installation of the new tariff sign, with works to be completed before the start of the peak season.

- c. RESOLVED to:
- i. Direct Clerk's office to amend existing sign.
 - ii. Cover non-relevant items.
 - iii. Include *No dogs May-September* clause on main entrance sign.

151 Council Administration

a. **Notice of Resignation - Internal Auditor**

- i. To receive and note the resignation of Mr Paul Evans as Internal Auditor, with effect from 31st March 2025. RESOLVED to:
 - Direct Clerk to write letter of thanks
 - Provide £50 book token gift
- ii. Recommendation: That the resignation be noted and officers be instructed to prepare a recruitment plan with immediate effect.

152 Council Clerks Laptop

- a. To consider the purchase of a business-grade laptop to be managed by the Council Clerk and shared as necessary for remote working and hybrid meeting arrangements. The device would enable consistent and professional connectivity with the recently purchased conference monitor. Budget requirement: £1,400 (including extended warranty and necessary accessories).
- RESOLVED: To approve £1,400 budget requirement purchase of the specified laptop to support the Council Clerks in facilitating remote and hybrid council meetings, ensuring reliable participation and professional presentation capabilities.

153 City Hall - Projector Procurement and Hire Arrangements

- a. To consider options for purchasing a projector for Council use and potential hire by City Hall premises users.
- RESOLVED to:
- i. Approve purchase of commercial-grade projector (£1,100).

- ii. Direct Clerk to investigate large projector screen options.
 - iii. Approve hire arrangements and fees – *outlined below*
 - iv. Investigate storage solutions.
- b. to support commercial presentations and community use
- i. Sets a hire fee of £35 per booking for premises hirers, including basic setup support.
 - ii. Delegates authority to the Hall Manager to manage the hire arrangements and maintenance schedule.
 - iii. Financial Implications: Initial outlay offset by hire revenue. Expected return on investment within 24 months based on projected hire frequency.
 - iv. Risk Management: Equipment to be covered under Council's existing insurance policy. Hire agreements to include damage liability clauses.

154 St Davids Day Events

- a. Cawl Competition
- i. Public Community Council guidance on individual participant entries acknowledged.
 - ii. Allocation of donation proceeds to local charity/group pending Cllr BT Price input.
 - iii. Councillor attendance list confirmed.
- b. Cymanfa Ganu
- i. Councillor attendance list confirmed.
- c. St David's Day Market (1st March)
- i. Consider approval of free pitch provision for stallholders, consistent with previous years - RESOLVED to approve free pitch provision.

- d. St David's Day Dinner (2nd March): Catering quotes pending - referred to next meeting.

155 CLT Director Membership

- a. To review and approve the establishment of an initial board requiring three directors, with recruitment through social media promotion/community hub posters and an information session for interested volunteers, aiming to complete recruitment by March 2025.

RESOLVED to:

- i. Request councillors approach community members.
- ii. Advertise for volunteers via social media.
- iii. Direct interested parties to Cllr S Foster.

156 St Davids Peninsula Tourist and Traders Association

Report from Councillor Sarah Foster regarding outcomes and key discussions from the SDPTA

Networking Event held on January 9th, 2025 at Ty'r Pererin:

- a. Noted concerns regarding PCC/PCNPA dealing of St Justinians boat owners.
- b. Acknowledged potential conflict of interest regarding Cllr BT Price.

157 VE Day 80th Anniversary Commemorations - May 8th, 2025

- a. To consider participation in national VE Day 80 commemorative events, including:
 - i. Beacon/Lamplight of Peace lighting at 9.30pm – *See below*
 - ii. Church bell ringing at 6.30pm – *See below*
 - iii. Community singing of "I Vow to Thee My Country" at 9.30pm – *See below*
 - iv. Community fish and chips celebration – *See below*
- b. Council to decide whether to register for public or private participation and in what capacity – *See below*

RESOLVED to:

- i. Approve event registration.
- ii. Direct Clerk to coordinate with Cathedral.

158 2026 National Eisteddfod Funding Request

- a. To consider a funding request from the 2026 National Eisteddfod organising committee. The festival will be hosted across Pembrokeshire, south Ceredigion, and west Carmarthenshire. A local fundraising target of £400,000 has been set. Previous hosting of the festival in Ceredigion (2022) generated £17.5M in local economic benefits. Representatives are available to present at the next council meeting if desired.
- b. Council to consider financial support for the 2026 National Eisteddfod Local Fund for both current and next financial year.

RESOLVED to:

- i. Liaise with Siop y Bobol regarding fundraising.
- ii. Offer free City Hall use for community fundraiser event.

159 One Voice Wales Member Council Engagement - Area Committee Survey Review

- a. To review the recently launched One Voice Wales survey examining member council participation in Area Committees. The survey seeks feedback on meeting attendance, representation, and format to enhance committee effectiveness. Member councils are requested to complete the online survey by February 28, 2025, following internal consultation with Area Committee representatives and council members.

RESOLVED to delegate survey review to SDCC representative, Cllr RJ Thornton.

160 Correspondence

- a. Email received 10 January 2025 from community member regarding safety and visual concerns of new No Parking sign - Pebbles Lane.

RESOLVED to:

- i. Refer to PCC.

- ii. Respond explaining jurisdiction.

161 Planning

The City Council considered the proposals were deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. RESOLVED to support all applications:

- a. **NP/24/0690/LBA** Reinstatement of front porch. Anghorfa Dawel, St Davids, SA62 6PH.
- b. **NP/24/0689/FUL** Amendments to previously consented applications NP/24/0122/LBA and NP/24/0121/FUL. New porch and ground mounted solar panels within curtilage. Anghorfa Dawel, St Davids, SA62 6PH.

Any Other Business

Items for information only

- Emergency Services Response Times: To write to First Minister (copied to MP/MS) regarding ambulance waiting times (requested by Cllr MC Gray).
- Asset Register requested by Cllr S Minas
- Committee Action Plan requested by Cllr BS Sehmi (Clerk confirmed Draft document to be finalised for February meeting).
- Cllr S Minas proposed for General Purposes Committee (requested by Cllr BS Sehmi).
- Community Engagement Committee meeting prior to 25th January City Hall event requested by Cllr B Lloyd.

Items for the next agenda

- Pump Track funds allocation to PCC owned Bryn Teg Playing Area – update requested by Cllr FD John.
- Whitesands Café quotation submitted from tenant – requested by Cllr R Price.

There being no further business the meeting closed at 9.20pm.

Signed

Date

Chair