

Minutes of the Monthly Meeting of the Council on Monday 3rd February 2025 in the Council Chamber at 7.00pm

Present: Mayor Cllr BS Sehmi, Deputy Mayor Cllr DJ Griffiths, 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).

166 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 (requested virtual link due to illness).
- b. Absent without apology: Cllr W Chant.

167 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 RJ Thornton declared a personal interest in item 175.

168 Confirmation of Minutes were resolved to be approved:

- a. Monthly Meeting of Council on Monday 20th January 2025.
- b. Extraordinary Meeting of Council on Monday 27th January 2025.

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

Two members of the public made representations:

- a. Regarding Item 180 (St David's Day Events):
 - i. Request for £500 funding for a Twmpath evening.
 - ii. Meeting requested written details to be sent to the Clerk for the next meeting agenda.
- b. Regarding Item 180 (St Davids Day Events) and Item 184 (Planning):

- i. Suggestion for future Peninsula-Wide Cawl Competition.
- ii. Provided context for planning application NP/25/0020/FUL.

170 Community Transport - Bws y Bobol Service

To receive representatives of Pembrokeshire Association of Community Transport Organisations (PACTO) regarding the Community Transport Transformation project and potential solutions for the St Davids Peninsula area, following Council's recent enquiry into the historical Bws y Bobol service. To discuss current transport provision gaps and explore future community transport options for the peninsula. Item deferred. Representatives from PACTO not in attendance. Clerk to arrange future date.

171 Bryn Road Public Convenience: Asset Transfer and Operational Costs

The Clerk reported that Pembrokeshire County Council has indicated its intention to remove the Covenant restriction requirement on the asset transfer. Formal confirmation is expected following PCC's cabinet meeting scheduled for March 17th 2025. The formal confirmation is essential to be available for review, which will inform SDCC's position on PCC's proposed operational cost increase for 2025-26 (from £13,554.00 to £14,272.45).

172 Caretaker House Development Business Plan

To consider the Responsible Financial Officer's report and recommendations regarding the development of a provisional business plan for the Caretaker House project.

Key Points for Consideration:

- a. Formation of a basic business plan prior to engaging external consultants to avoid unnecessary costs – *See below*
- b. Proposed committee structure and responsibilities for project development:
 - i. Community Consultation Committee to assess community needs – *See below*
 - ii. Development Committee to prepare sketch plans and manage project elements – *See below*

- iii. Grants Committee to identify and confirm funding sources – *See below*
- iv. Finance Committee to oversee costings and ongoing management projections – *See below*

c. Recommendation:

That Council approves the proposed business planning approach and directs relevant committees to begin work immediately, with monthly progress reports to Council, targeting mid-2025 for Welsh Government borrowing application – *See below*

d. The meeting:

- i. Acknowledged RFO's report
- ii. Resolved to schedule new Caretaker House Development Committee meeting for Monday 10th February
- iii. Approved streamlined committee membership:
 - 1. Cllr ES Evans (who indicated willingness to step down if Cllr BT Price wished to join the committee)
 - 2. Cllr S Foster
 - 3. Cllr S Minas
 - 4. Cllr R Price
 - 5. Cllr BS Sehmi
 - 6. Cllr RJ Thornton

173 Welsh Communities Commission Report - Correspondence

To consider correspondence received from The Language Circle requesting support for the implementation of the Welsh Communities Commission's recommendations through a prepared letter to the Welsh Government. To note that St Davids Ward, with 10-30% Welsh speakers, does not meet the automatic qualification threshold of 40% for designation as an 'area of higher density linguistic significance' under the Commission's recommendations.

- a. Email from The Language Circle dated 21 January 2025. – *See below*

- b. Draft letter to Mark Drakeford MP, Cabinet Secretary for Finance and the Welsh Language. – *See below*
- c. Welsh Communities Commission Report recommendations summary. – *See below*
- d. 2021 Census data for Welsh language use in St Davids Ward. – *See below*
- e. Motion: Council to consider whether to:
 - i. Support the proposal by sending the prepared letter
 - ii. Draft an alternative response that reflects St Davids' specific linguistic context

The meeting RESOLVED to approve option (ii) and instructed the Clerk to draft an alternative response that reflects the specific linguistic context of St Davids.

174 Christmas Lighting Contract Tender 2025-27

Following Minute 146.b. resolution, the City Council's old-established Christmas Lighting Tender document has been updated to address specific council directives:

- a. Light removal specifications reviewed
- b. Lowest tender selection criteria established
- c. Repairs coverage clause developed
- d. Insurance and public liability terms verified

Motion: To confirm the tender documentation meets Council's requirements and proceed with advertisement, with tender responses required by April 28th, 2025. RESOLVED to approve tender documents with amendment to extend contract term from three years to five years. Immediate advertisement authorised.

175 St Davids-Matsieng, Lesotho Link: A Proposed Fun Run on Saturday 15th March 2025

The St Davids-Matsieng Committee proposes hosting a Fun Run on Saturday 15th March 2025 to celebrate Moshoeshoe Day and promote the Civic Link between Matsieng, Lesotho and St Davids, with students from Ysgol Dewi Sant and community members participating,

potentially including the First Minister Eluned Morgan, and the St Davids RFC providing stewardship; the Clerk has contacted PCC Highways Department regarding road closure feasibility.

- a. RESOLVED to:
 - i. Approve in principle the proposed Fun Run event for March 15th 2025
 - ii. Support the event through endorsement and coordination
 - iii. Cover associated road closure costs (subject to PCC confirmation)
 - iv. Waive the City Hall rental fee
- b. Note that the road closure application timeline is shorter than PCC's typical processing period

176 Newsletter

The following items were reviewed at the meeting between Cllr B Lloyd, Deputy Clerk, & Solva Community Council on 24th January 2025:

- a. 2025/26 advertising prices – *See below*
- b. Advertising uptake and future opportunities – *See below*
- c. Newsletter layout for advertising – *See below*
- d. Solva and St Davids distribution future plans – *See below*
- e. Number of printed copies for St Davids – *See below*
- f. All-colour Newsletter implementation from April 2025 – *See below*
- g. Advertising payment to St Davids City Council as per MoU – *See below*

The Deputy Clerk has received confirmation that increasing monthly copies to 1000 will cost £686.75 per 1000 copies, rising from the current £147.53 monthly for 300 copies and £240.00 for editor costs.

RESOLVED to request more information and establish demand before making final decision.

Clerk's office instructed to request detailed information from Solva Community Council regarding financial commitments.

177 2024 Whitesands Ice-Cream Trading Concession – Payment Default. Consideration to waive the outstanding invoiced amount.

Item RESOLVED as payment now received. No further action required.

178 Whitesands Beach House Café Remedial Plaster Work

No quotations received. Decision deferred pending quotes.

179 Internal Auditor Vacancy

- a. Governance and Accountability for Local Councils in Wales – Practitioners Guide: published by One Voice Wales and the Society of Local Council Clerks - proper governance arrangements – See below
- b. Quotation received for review. RESOLVED to seek further quotes for next meeting (17th February).

180 St Davids Day Events

- a. Cawl Competition (22nd February)
 - i. Allocation of donation proceeds to local charity/group. RESOLVED to allocate donation proceeds to Paul Sartori charity.
- b. St David's Day Dinner (2nd March)
 - i. Catering quotes received – *See below*
 1. RESOLVED to combine with Civic Reception (scheduled 21st February).
 2. Clerk instructed to obtain buffet-style catering quotes.
 3. Alternative March date to be explored if scheduled February 21st arrangements not feasible.

181 Accounts

RESOLVED to approve:

- a. Internal Audit for December 2024
- b. Financial Statements for January 2025

Financial Report		January-25	
Balance @ Bank on	27-Jan-25		£136,851.49
LGA 1972 SEC 137 24/25 £16485		£16,485.00	
Last month's donations		£0.00	
2024 / 2025	Total	£3,800.00	
Balance available		£12,685.00	
Income			
City Hall			£365
Whitesands <i>(Includes Café Rent (£2220))</i>			£2,220
TOTAL			£2,585
Expenditure			£100+ Items
City Hall (ex Hall Manager Salary)		£1,845	£1,587
Whitesands		£7,119	£7,060
Office & Administration		£1,265	£1,002
Admin Staff Costs (Inc Hall Manager)		£9,195	£9,195
Street Furniture		£125	£125
Play Area		£0	£0
Events		£645	£621
Finance		£0	£0
Market		£110	£110
St Justinians		£0	£0
TOTAL		£20,304	£19,700

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS										
										MONTH
										Jan-25
										St Justinians
										Finance
										Market
Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market	
Salaries, Pensions, PAYE £9,195 & NI				£9,195						
Whitesands Overflow £7,060 Field	£7,060									
Annual subscription £764 Website & IT Support			£764							
£466 Utilities										
Christmas Lunch £390 Catering						£390				
£350 Council Tax										
£306 Utilities										
£241 Utilities										
SLCC Annual £238 Subscription			£238							
£231 ETTS						£231				
£224 Performing Rights										
£125 Shelter		£125								
£110 Market Stall Storage										£110
£19,700	£7,060	£125	£1,002	£9,195	£0	£621	£0	£0	£0	£110

182 Reports from Committees

- a. Caretaker House Committee: Meeting scheduled 10th February & New membership approved as detailed in 172.
- b. City Hall Committee: TBC.
- c. Community Engagement Committee: TBC.
- d. Finance Committee: TBC.
- e. General Purposes Committee: TBC.
- f. Grants Development Committee: TBC.
- g. Market Committee: Report received on 15th January meeting regarding allocations policy review ahead of market season commencing March 1st 2025.
- h. Scout Hut Committee: Awaiting PCC confirmation on next steps.
- i. Staffing Committee: Completed staff six-month catch-up reviews in 17th January.

183 Reports from Members representing the Council

- a. Coffee and Chat: Progressing well.
- b. EcoDewi / Bee Friendly: Recent beach clean-up completed. Activities continuing.
- c. One Voice Wales: Cllr RJ Thornton confirmed OVW Questionnaire completed as requested.
- d. Pembrokeshire Peninsular Stakeholder Group: Cllr S Foster reported on:
 - i. New facility location plans
 - ii. Patient questionnaire availability
 - iii. Subgroup formations for community engagement, primary care, and building development
- e. Police Surgery: Next surgery date to be confirmed – 1st Thursday of month.
- f. Porthclais Harbour Authority: Next meeting scheduled following Tuesday.
- g. Porthstinian Boat Owners Association: Nothing to report.
- h. Porthmawr Surf Life Saving Club: Continuing winter swimming at Fishguard pool.

- i. St Davids Befrienders: Progressing.
- j. St Davids Christmas Tree Association: Nothing to report.
- k. St Davids Day Celebrations Group: Nothing to report.
- l. St Davids Day Centre for the Elderly: Nothing to report.
- m. St Davids Festivals: Upcoming Tir a Mor Festival.
- n. St Davids Matsieng Lesotho Link: Successful recent coffee morning reported.
- o. St Davids Peninsula Tourist and Traders Association: Tourist meeting scheduled for March 28th. Update on St Justinians situation to be forwarded to the Clerk's office.
- p. St Davids RFC: Training resumed after Christmas break, assisted by installed floodlights.
- q. Youth Drop In: Reported:
 - i. St Davids Youth club under potential threat.
 - ii. Recent fundraising event raised over £60.
- r. Ysgol Penrhyn Dewi Governor: Next meeting scheduled for February 5th 2025.
- s. Local research project (£10,000) on economics of peninsula and regenerative tourism noted.

184 Planning

- a. The City Council considered the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. RESOLVED to support the application:
 - i. NP/25/0020/FUL Widen existing field access, lay track and hardstanding and erect animal welfare building. Field west of Carnhedryn Uchaf, Carnhedryn, Haverfordwest, Pembrokeshire, SA62 6BX

Any Other Business

- Cllr MC Gray requested printed copies of planning applications for future meetings, with option for electronic display.

- Cllr FD John reported removal of old goal post at Bryn Teg playing field due to storm damage.
- Cllr BS Sehmi requested:
 - 1 Better response rate to Deputy Clerk's event invitations
 - 2 Confirmation of printed agenda requirements from Councillors

Items for next agenda (17th February):

- 1 Review of Llandruidion planning decision from January 6th 2025
- 2 Boundary Commission review regarding reduction of council membership
- 3 Councillor iPad provisions

There being no further business the meeting closed at 9:10pm

Signed

Date

Chair