

Minutes of the Monthly Meeting of the Council on Monday 7th April 2025 in the Memorial Hall 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 BT Price, Cllr R Price, & Cllr RJ Thornton, with W Mann (RFO).

Cllr ES Evans was confirmed to record the minutes of the meeting.

237 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 William Chant, Cllr Samantha Minas

238 Declarations of Interest: Members were requested to identify any personal, pecuniary (financial), or prejudicial interests that might affect their decision-making on agenda items. Members are reminded that they should withdraw from discussions where their interest could reasonably be viewed by a member of the public, with knowledge of the facts, as significant enough to prejudice judgment. This procedure maintains public confidence in the Council's decision-making process.

- a. Declarations made: Item 9 – Cllr Bethan Price & Cllr Rhys Price

239 Confirmation of Minutes for:

- a. Monthly Meeting of the Council on Monday 17th March 2025. Query regarding item 220.1 Declaration of interest - Cllr Price queried a prejudicial interest in 227

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

- a. The Whitesands Icecream Concession (*item 243*) holder made representations to the Council explaining the care taken with the purpose-built kiosk at Whitesands over the last 5 years. She explained the need for small scale, in comparison to off the shelf build vans, designed to store enough 'scoop' stock without the need to travel during the day, which also means less litter/plastic waste. Cllr Lloyd invited Robyn to be a part of the working group for Whitesands.

- b. Pembrokeshire Peninsular Stakeholder Group (*item 260.d: deferred item*) representative updating Cllrs on the surgery and the opportunity to do something very positive for the future. Primary healthcare hubs are becoming increasingly important – proposals are to appoint a ‘project manager’ to put proposals together to deliver the Peninsula Surgery for the Future, working with Fishguard also to share staff expertise. Cardigan integrated care center is a good example of this.

241 Community Transport - PACTO Presentation

To receive Mr. Wyndham Williams and Mr. Ady Poole of Pembrokeshire Association of Community Transport Organisations (PACTO) regarding the Community Transport Transformation project and potential solutions for the St Davids Peninsula area. Representatives from the Voluntary Sector for Transport, Margaret McCree, Ady Pool, Wyndam Williams & ??, addressed the meeting regarding the issue of our most vulnerable constituents being unable to access the bus service. They requested that the City Council help them in gathering evidence of need, where the need is, what it is – being careful to differentiate between need and wants (is it a bus timing issue, an inability to get to the bus stop, manage steps, afford alternatives etc), and where people are needing to travel to and from. The Peninsula Working Group members Cllr Foster, Cllr Lloyd will speak with Magi and coordinate evidence by the end of May - PACTO to devise questionnaire. The ultimate outcome of this research is to be able to set up a Volunteer Drivers scheme through the Royal Volunteers Service – Royal Drivers Collage training programme. Volunteers will be paid milage costs, Margaret McCree will coordinate delivery. Wyndam Williams, PACTO, also explained that they are in the middle of a 3-year funded research programme, funded by Mobility Charity looking at need in isolated populations such as ours. This data will then be analysed and used to bid for funding to help. Query regarding Bws y Bobl - £32,000 funded by our local community & now community groups are missing out on its use since Covid. Ady Pool explained that this was a PCC decision due to the need for a ticketed bus for use in Covid.

Organisations are now encouraged to use the Fflecsi Bus. Dollen Teifi (Dolen Teifi Community Transport - Dolen Teifi - Transport for all) run vehicles for the community in the community Ciss from Green Dragon suggested speaking with Rod regarding this. Information received and Cllr Lloyd and Cllr Foster to engage with research needed.

242 Wellbeing Action Plan

To receive an update from Cllr Lloyd on the draft Wellbeing Action Plan co-produced through the Together for Change project, and to consider the draft documents following review by the Community Engagement Working Group, & agree feedback for submission to finalise the plan. Cllr Semi, Cllr Evans, Cllr Lloyd, Cllr Thornton and Cllr Foster met to feedback on the draft Wellbeing Action Plan and next steps. Cllr Lloyd presented the findings and summarised that the working document will now be used to inform and engage with the community, with 6 monthly events, and that this will be used for funding bids in the future.

243 Whitesands Ice Cream Concession

To review the status of the Whitesands Ice Cream Concession for 2025-27 following a request by the awarded applicant to amend the specifications, and to determine next steps for the concession. Cllrs discussed the request for an alternative approach of using the existing Mor Ice Cream trailer rather than a mobile van for the coming season. The RFO advised that deviating from the tender process would make us vulnerable and that we are bound by the tender process. Cllr voted 8/1 in favour of the signed tender approach. The applicant should be informed by the clerk as soon as possible.

244 Whitesands Working Group Report

The Whitesands Working Group was formed following concerns raised by businesses about SDCC's February 17th, 2025 decision to introduce £20 Educational and £40 Commercial daily tickets. The Working Group met on March 24th, 2025, and has submitted recommendations primarily focused on establishing season tickets for businesses.

The Working Group recommends:

- a. Establishing a tiered geographic fee zone system for commercial season passes (£65 for SA62/SA61, £100 for remainder of Pembrokeshire).
- b. Implementing these changes by April 18th, 2025 (Easter weekend).

Council must consider these essential facts when reviewing the recommendations:

- c. No permanent trading is permitted in the car park without planning permission for change of use.
- d. SDCC did attempt to obtain planning permission for trading units but abandoned this (October 7th 2024) due to PCNPA's mandatory requirement for wood-cladded units.
- e. PCNPA has confirmed that SDCC, as proprietor of Whitesands Carpark, can issue licenses for daily "*drive on, drive off*" trading (as per ice cream van principle) without planning permission as this does not constitute a change of use.
- f. SDCC abandoned the 3rd March tender applications for such licenses due to received tenders being too low and considered not value for money.
- g. Commercial Passes (£1,000) are issued for overnight storage only with strictly no trading permitted.
- h. Key Distinction on Trading at Whitesands:
 - i. Direct exchange of money in the carpark (on-site sales) is clearly trading and would require specific licensing from SDCC.
 - ii. Businesses meeting pre-booked customers who have already paid falls into a grey area legally - while this could be considered "*trading*" in a broader sense, no direct sales occur on-site.
 - iii. As carpark proprietor, SDCC can issue parking permits to these businesses without directly regulating the trading aspect.
 - iv. This approach allows SDCC to manage carpark access through commercial parking permits while avoiding the complexities of trading regulation.

The RFO advises that Commercial Pass revenue is relatively minor:

- i. Revenue decreased from £3,750 (2023) to £2,500 (2024) after VAT.
- j. The maximum potential precept impact of changes would be approximately £2.52 per Band D household per annum.

Recommendation that Council:

- k. Acknowledges receipt of the Working Group Report.
- l. Confirms the distinction between:
 - i. On-site sales (clear trading requiring specific licensing).
 - ii. Meeting pre-booked customers (can be managed through commercial parking permits).
- m. Considers implementing seasonal passes for businesses meeting pre-booked customers as this falls within SDCC's authority as carpark proprietor.
- n. Determines if implementation for the 2025 season is feasible given the timeline.

Item deferred.

245 Working Group Membership Guidelines

Following recent correspondence between a Councillor and the Chair of the Porthstinian Boat Owners Association (PBOA) regarding Working Group attendance, there is a need to establish clear guidelines on Working Group composition and participation.

Recommendation: To consider and approve formal guidelines for Working Group membership, specifically addressing:

- a. Whether Working Groups are limited to named councillors as resolved in their formation.
- b. Whether other councillors may attend as observers.
- c. Process for handling stakeholder requests regarding Working Group participation.
- d. Requirements for declaring interests related to Working Group matters.

Cllr Bethan Price and Cllr Rhys Price both declared a Personal and Prejudicial interest and left the Chamber during discussions.

Cllrs are mindful of our Standing Orders and the need to declare an interest in items of Personal and/or Prejudicial Interest and therefore will instruct the Clerk to seek further advice from OVW regarding this matter.

Item deferred.

246 National Eisteddfod 2026 Appeals Committee

To consider an invitation from the National Eisteddfod Development Officer to establish a St Davids area Appeals Committee to raise funds for the "Garreg Las 2026" Eisteddfod in Pembrokeshire, and to discuss potential Council financial support. Cllr Bethan Price and Cllr Emma Evans attended a meeting regarding the National Eisteddfod 2026 and the establishment of a St Davids area Appeals Committee to raise funds for the "Garreg Las 2026". Minutes of the meeting will be circulated shortly and Cllr will discuss a donation/sponsorship of an event at this point.

Item deferred.

247 VE Day 80TH Anniversary Celebrations

To approve the provisional road closure application for Monday 5th May 2025 (Bank Holiday) in the section between Cross Square and Cross Hotel for the VE Day 80th Anniversary Street Party celebrations, and to consider the budget for event expenses including traffic management, waste collection, bunting installation, first aid provision, entertainment, decorations, and licensing, with reference to the King's Coronation Street Party costs from May 2023. Clerk to clarify application for 'free' road closure has been made?

Cllrs suggested we have flags around the Cross Square – Deputy Clerk to clarify if we already have these?

Working group of Cllr Semi, Cllr Rhys Price, Cllr Bethan Price and Cllr Thornton to arrange live music for the event and speak with the Cross Hotel regarding a bar.

248 Project Zulu Event – Cross Square Catering Request

To consider a request from the St Davids Penknife Club to operate a BBQ fundraiser on Cross Square on Monday 26th May 2025 from 10am to 4pm during the Project Zulu children's performance, with all proceeds to be donated to support the South African cultural project. Council to consider traffic management and safety implications. Support the request from the St Davids Penknife Club to operate a BBQ fundraiser on Cross Square on Monday 26th May 2025 from 10am to 4pm during the Project Zulu children's performance, with all proceeds to be donated to support the South African cultural project.

249 Newgale Coastal Adaptation Project (Pre-application Consultation)

To consider the pre-application consultation for Pembrokeshire County Council's proposed development of a new inland section of A487 with bridge over Brandy Brook to replace the coastal road at Newgale. Council to formulate a response to be submitted by the May 11th deadline. Item deferred.

250 Nun Street S.106 Funds Allocation

Further to earlier discussions (Minute 75.d, October 7th 2024) regarding the potential use of the £82,000 commuted sum from NP/24/0119/MOD to establish a Community Land Trust, and subsequent discussions (Minute 231, March 17th 2025) about potentially using these funds for Memorial Playing Field equipment upgrades, the Clerk contacted PCC for clarification/update.

Pembrokeshire County Council has confirmed that:

- a. The S.106 funds (approx. £82,000) have already been earmarked for Phase 2 of the Glasfryn development in St Davids, which will deliver 11 new affordable homes in 2025/26.
- b. S.106 affordable housing commuted sums cannot be used for play equipment upgrades as they must be directly related to affordable housing.

For Council Consideration:

- c. Proceed with the Memorial Playing Field equipment upgrade using only the confirmed £39,787 funding (£28,936 from redirected Enhancing Pembrokeshire funding plus £10,851 Council match funding).
- d. Consider alternative funding sources for the proposed Community Land Trust initiative.
- e. Continue with the scheduled site visit to assess equipment replacement priorities within the available budget.

Cllrs were not happy that the correct procedure has been followed. The original commuted sum referred to by Mr Meyrick was allocated to Glasfryn, however the second commuted sum awarded by the amendment last year should still be available. Cllr Foster to help the Clerk question this further.

251 City Hall Redevelopment - Pre-Application Planning Advice

Following Council resolution 195 (February 17th 2025) to pursue the free one-hour planning consultation, the Clerk submitted a pre-application enquiry to Pembrokeshire Coast National Park Authority regarding the proposed redevelopment of St Davids City Hall and Caretaker House.

PCNPA has registered the pre-application (Ref: PA/25/0039) and clarified the fee options:

- a. Free service - covers non-commercial elements only.
- b. £250 fee - covers minor commercial elements (office spaces, board room).
- c. £355 fee - includes site meeting option.

For Council Consideration:

- d. Determine which pre-application service level to proceed with and authorise any required fee payment.

Item deferred.

252 Mayoral Appointments and Civic Service

- a. Confirmation of Mayor-Elect

Cllr DJ Griffiths as Mayor-Elect for the upcoming municipal year.

b. Deputy Mayor Election

To elect and confirm the Deputy Mayor-Elect for the upcoming municipal year.

c. Mayoral Civic Service

- i. To note dates requested for Cathedral Services in both June and September, currently awaiting confirmation of availability.
- ii. To discuss potential reception venue arrangements.

Item deferred.

253 Ysgol Penrhyn Dewi Non-Campus Anti-Litter Poster Campaign

Following the Council's resolution in December 2024 to approve the installation of winning student anti-litter poster designs on foam board throughout St Davids (Ref: Min. 114b. 2nd Dec 2024), Cllr Evans to present the top three posters received from YPD for Council review and determination of next steps for implementation.

Item deferred.

254 Letter of Thanks to WI and Cross Square Flower Volunteers

Council is requested to approve sending a formal letter of thanks to the Menevia Women's Institute (WI) and Cross Square flower volunteers in recognition of their valuable contributions to the beautification of the city, as proposed by Cllr FD John under Any Other Business at the March 17th meeting for inclusion on the April 7th agenda.

Item deferred.

255 Newsletter Content

Council is requested to consider concerns regarding content representation in the joint Solva and St Davids Newsletter - as proposed by Cllr FD John under Any Other Business at the March 17th meeting for inclusion on the April 7th agenda.

Item deferred.

256 Entrance Sign Enhancement Fishguard Road/Glasfryn Road Site Meeting (March 4, 2025)

Joint agreement reached between St Davids City Council, Pembrokeshire County Council, Bug Farm, Eco Dewi, and community stakeholders on maintenance responsibilities and site enhancements. Bug Farm will conduct biannual cut & collect operations while PCC maintains safety-critical areas.

Further action required:

- a. Installation of railway sleeper border for flower display to match standard established at the Haverfordwest Road entrance.
- b. St Davids RFC has been contacted regarding cuttings disposal at Waunfawr Playing Field (RFC training ground), but SDCC awaits response before proceeding.

Item deferred.

257 Accounts

- a. Internal Audit for February 2025 - *approved*
- b. Financial Statements for March 2025 - *approved*

Query regarding Tyddewi Land Trust £125.00. RFO explained this was associated with an invoice presented by Coop and all costs are covered by the CLT income recorded in the February minutes.

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS												
												MONTH
												Mar-25
		Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	Justinians	Finance	Market	
£791	Attendants Fee		£791									
£725	Car Park Tickets Printing		£725									
£669	Heat & Light	£669										
£658	Car Park		£658									
£540	Attendants Fee		£540									
£524	Attendants Fee		£524									
£410	Pest Control	£410										
£364	Heat & Light	£364										
£7,953	Salaries inc PAYE & NI				£7,953							
£300	Xmas Lighting							£300				
£259	Market Stall Repairs											£259
£240	SLCC Subscription Dep Clerk				£240							
£220	Fire Alarms Service	£220										
£213	Market Stall Repairs											£213
£195	Sumup Card Fees									£195		
£150	Attendants Fee											£150
£150	Attendants Fee											£150
£150	Attendants Fee											£150
£150	Attendants Fee											£150
£137	Dwr Cymru Fountain	£137										
£125	Tyddewi Land Trust				£125							
£110	Market Stall Storage											£110
£108	Website Mtce & Backups (late Feb Charge)				£108							
£108	Website Mtce & Backups				£108							
£15,250		£1,800	£3,238	£0	£581	£7,953	£0	£300	£0	£195	£1,182	

258 County Councillors Report

Item deferred.

259 Reports from Committees

- a. Finance Committee:
- b. General Purposes Committee:
- c. Market Committee:
- d. Staffing Committee:

Item deferred.

260 Reports from Members representing the Council

- a. Coffee and Chat:
- b. EcoDewi / Bee Friendly:
- c. One Voice Wales:
- d. Pembrokeshire Peninsular Stakeholder Group:
- e. Police Surgery:
- f. Porthclais Harbour Authority:
- g. Porthstinian Boat Owners Association:
- h. Porthmawr Surf Life Saving Club:
- i. St Davids Befrienders:
- j. St Davids Christmas Tree Association:
- k. St Davids Day Celebrations Group:
- l. St Davids Day Centre for the Elderly:
- m. St Davids Festivals:
- n. St Davids Matsieng Lesotho Link:
- o. St Davids Peninsula Tourist and Traders Association:
- p. St Davids RFC:
- q. Youth Drop In:

r. Ysgol Penrhyn Dewi Governor:

Item deferred.

261 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/25/0103/FUL** Proposal to remove the existing fence line to the northern side of St Davids Bishops Palace and replace with a secure fence line of between 5 and 6 feet in height. St. Davids Bishops Palace, The Close, St. Davids, Haverfordwest, Pembrokeshire, SA62 6PE. Cllrs raised a query on whether there should be an accompanying CA application and LB application.
- b. **NP/25/0047/FUL** Creation of front porch and loft conversion, with addition of roof lights and rear dormer window. 2, Maes Dewi, St Davids, Pembrokeshire, SA62 6PA.
- c. **NP/25/0125/S73** Variation of condition 2 attached to NP/17/0679/FUL (Extension to form new hotel reception and staff facilities). Twr-y-felin Hotel, Feidr Pant-y-bryn, St Davids, Pembrokeshire, SA62 6QS.

Any Other Business

- Cllr F John announced there is a pensioner's tea and cake at the Old Cross paid for by Porthclais Harbour Authority.
- Cllr F John queried what is happening with the entrance to St Davids Glasfryn Roadside – Cllr B Price to speak with Gareth, Glasfryn Road.
- Cllr E Evans queried progress on item 225 from previous agenda – parking at St Justinians and Councils previous involvement in running a car park.
- Cllr E Evans requested agenda discussion regarding a gift for previous Auditor who is now retiring.

There being no further business the meeting closed at 9:30pm

Signed

Date

Chair