

**Minutes of the Second Monthly Meeting of the Council on Monday 28th April 2025 in the Memorial Hall 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 BT Price, & Cllr RJ Thornton, with S Mann (Clerk), & JS Foster (Deputy Clerk).

**262 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. No apologies were received.

**263 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 were 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:
  - i. Cllr ES Evans declared a personal interest in Item 266
  - ii. Cllr BT Price declared a personal interest in Item 267
  - iii. Cllr BS Semi declared a personal interest in Item 283 and withdrew from the meeting for this item

**264 Confirmation of Minutes for:**

- a. The minutes of the Monthly Meeting of the Council on Monday 7th April 2025 were RESOLVED to be approved. Cllr ES Evans took the minutes. The Clerk was asked to check the attendance register as the name of the PACTO representatives needed to be amended.

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

## 266 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.

Following discussion of the Working Group's recommendations, the Council RESOLVED:

- k. To approve a "Commercial Seasonal Day Pass (for Meeting Customers)" at £150 per season, per bay, as a trial for this season only, pending review at the end of the season. This pass is strictly for businesses meeting pre-booked customers at Whitesands (with no exchange of money in the carpark). Pass holders will have no reserved parking bays and will park on a first-come, first-served basis like other daily users.
- l. That the existing "Commercial Seasonal Bay Pass (for Overnight Storage)" at £1000 per bay will remain in place as in past seasons. These passes entitle holders to designated permanent locations for the season according to the Council's layout plan.
- m. That both pass types (Commercial Seasonal Day Pass for Meeting Customers and Commercial Seasonal Bay Pass for Overnight Storage) must be purchased through the Council/Clerk's Office, not through the Whitesands Ticket Attendant whose remit is strictly for issuing personal use tickets only.
- n. That businesses requiring multiple vehicles to access Whitesands must purchase multiple passes (one pass per vehicle/per parking bay). Each Commercial Seasonal

Day Pass for Meeting Customers allows one specified vehicle to occupy one parking bay when visiting Whitesands.

- o. That the £150 Commercial Seasonal Day Pass for Meeting Customers will take effect from 1st May 2025.
- p. That the City Council acknowledges the distinction between these passes and the Ice Cream Van Concession, which has been separately licensed for on-site sales on a drive-on drive-off daily basis (as this does not require PCNPA planning consent).
- q. That the Clerk will secure a procedure for applicants to purchase commercial season tickets via the council office and liaise with the ticket attendant, with effect from 1st May 2025.

### **267 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.

RESOLVED:

- e. NOT to limit working groups to named councillors as resolved in their formation.
- f. TO APPROVE that other councillors may attend as observers.
- g. TO APPROVE that stakeholders may request participation, subject to approval of the working group.

- h. Members with interests should report when requesting membership and submit information about themselves. Working groups to accept members by invitation only.
- i. The quorum of a working group shall be three members.

#### **268 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.

RESOLVED:

Councillor BT Price to provide update regarding donation amount for the Communities of Saint David, Solva, and Llanrhian. The latest minutes will be forwarded for inclusion at the next meeting.

#### **269 VE Day 80TH Anniversary**

- a. Street Party on 5th May 2025

To receive and consider for approval the Traffic Management quotations for the VE Day 80th Anniversary Street Party to be held on Monday 5th May 2025 (Bank Holiday) at Cross Square, for which the road closure application was approved at the City Council meeting on 7th April. To further consider and approve additional event expenses including waste collection, bunting installation, first aid provision, entertainment, decorations, and licensing, with reference to the King's Coronation Street Party costs from May 2023. *See below*

- b. Cathedral Events on 8th May 2025

To consider correspondence from the Sub-Dean of St Davids Cathedral regarding VE Day 80th Anniversary events on 8th May, including a 9am flag-raising ceremony with Royal Signals representatives and an evening Evensong service. To approve coordination of the 9am civic event, the purchase of a VE80 flag, and arrangements for wreath-laying ceremonies.

## RESOLVED:

- i. NOT to proceed with the VE Day (5th May) street party due to short time scale.
- ii. To plan for VJ Day (15th August) street party instead.
- iii. To raise Welsh flag and Union Jacks from 5th May throughout VE Day celebrations and again for VJ Day celebration (15th August).
- iv. To approve correspondence including 9am flag raising ceremony, evening song at 6pm, and 9.30pm lighting of the lamp/National Beacon ceremony at Cross Square. Clerk to circulate the light of lamp details for councillors' review.

**270 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.

Councillors discussed concerns regarding costs, surveys, and the lack of available funding (potentially £20 million required).

## RESOLVED:

To thank presenters for the opportunity to comment, noting that alternative schemes are under consideration, and to reserve commenting pending further consultations and outcomes.

**271 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.

RESOLVED:

To approve £355 for pre-application costs including the site meeting option.

### **272 Mayoral Appointments and Civic Service**

RESOLVED:

- a. Confirmation of Mayor-Elect
  - i. Cllr DJ Griffiths as Mayor-Elect for the upcoming municipal year.
- b. Confirmation of Deputy Mayor-Elect
  - i. Cllr S Foster as Deputy Mayor for the upcoming municipal year.
- c. Mayoral Civic Service
  - i. To confirm Mayoral Civic Service for Sunday, 21st September.
  - ii. Further discussion of reception venue arrangements postponed to the next meeting.

### **273 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.

The Council discussed the anti-litter poster campaign and related initiatives.

It was noted that:

- a. Cllr BT Price has requested litter pickers from PCC for City Hall.

- b. Cllr MC Gray proposed "No Dogs" and fouling signs for memorial gardens.
- c. Cllr S Minas noted Keep Wales Tidy provides litter pickers.
- d. Clerk to investigate.
- e. Cost of printing posters on Foamex approximately £50.

RESOLVED: To approve printing of all three posters on A3 size

Additional proposals were discussed:

- f. Official photo with winning YBD students.
- g. "No Parking" sign at Cross Square due to damage to paving slabs.

#### **274 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.

#### **275 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.

Cllr B Lloyd reported that representation of content from St Davids is insufficient and community members are concerned.

Cllr BT Price suggested St Davids needs more A4 copies.

RESOLVED: Cllr B Lloyd to send email to newsletter working group.

#### **276 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.

RESOLVED: To approve purchase of a sleeper for the border sign at £60.

### **277 Selection of Christmas Street Lighting Contractor 2025-2029**

Following Council's resolution at the February 5th meeting, tenders were invited for the Christmas Street Lighting contract, with the contract period extended from the established three years to five years (2025-2029). The submission deadline is Monday, April 28th, 2025, and all received tenders will be presented at the April 28th meeting for review. Council members will evaluate submissions and select a contractor based on the established criteria of cost, experience, health and safety compliance, insurance coverage, and operational capability.

RESOLVED:

To approve ETTS for the 5-year tender 2025-29 at a total cost of £48,400.

### **278 Market Stall Trailer**

To consider the purchase of the market stall trailer from the Market Manager, Mr Stephen Rees for £1,480.

RESOLVED:

To approve purchase at a cost of £1,480.

### **279 St Davids RFC - Grant Request for St Davids Day Celebrations**

To consider a request from St Davids RFC for financial support of £500 toward the costs of hosting a children's disco and Twmpath held at the club during the St Davids Day celebrations, which were offered with free entry to all community members.

RESOLVED:

- a. Not to approve funding request.
- b. Clerk to inform RFC that the council was not offering grants to offset the costs of holding these events as part of the City's celebrations of the day.

**280 St Davids Cathedral Festival 2025**

To consider advertising support for the festival programme with previous advertisers at £100 for a half-page ad.

RESOLVED:

To approve £100 for half page advertisement.

**281 St Davids City Open Gardens Weekend**

To consider a request from the event organisers for permission to hold the annual Open Gardens event on 14-15 June 2025, under the same arrangements as 2024: use of stalls in the square (market manager's fee now £150), and City Hall as a free backup venue in case of bad weather.

RESOLVED:

- a. Not to approve fee waiver of £300 (£150 for two days).
- b. Clerk to explain that the funds are for paying the market manager to erect and manage the stalls.

**282 Parking Concerns on High Street**

Correspondence from resident regarding vehicles parking on double yellow lines affecting property access and safety. To note Clerk's response directing the matter to the appropriate enforcement authority.

- a. The meeting noted the clerk's correspondence.

**283 Mayor's Expenses - Buckingham Palace Garden Party**

To consider approval of expenses for the Mayor's attendance at the Buckingham Palace Garden Party on Tuesday, May 20th, 2025:

- a. Return taxi fare to Haverfordwest Station (amount TBC)

- b. Return train journey from Haverfordwest to London Paddington: £167.40
- c. Two nights accommodation at Premier Inn, Paddington: £415.96

Total expenses (excluding taxi fare): £583.36

RESOLVED:

- d. To approve reimbursement for one train ticket and one night's accommodation.

#### **284 County Councillor's Report**

County Councillor BT Price reported:

- a. Cabinet meeting approved Bryn Road public toilets asset transfer to St Davids City Council with condition to retain the asset for minimum 10 years.
- b. Abandoned car on Bryn Road has been removed following road resurfacing.
- c. Requested community feedback on potholes via newsletter.

#### **285 Committee Reports**

- a. Finance Committee (24th April): Consideration to place reserves due to no automatic security; Caretaker's house empty for over 2 years, incurring £7,000/year empty home council tax fee.
- b. General Purposes: Nothing to report.
- c. Market Committee: Nothing to report.
- d. Staffing Committee: Meeting scheduled for Friday 2nd May; Councillors BS Semi and DJ Griffiths sent apologies.

#### **286 Members' Reports**

- a. Coffee and Chat: Very busy.
- b. EcoDewi / Bee Friendly: Very busy with Open Gardens Weekend.
- c. One Voice Wales: There was a meeting on the 27th of March at Withybush Hospital, Haverfordwest, where the NHS representative confirmed that the hospital was 100 personnel short with problems recruiting doctors.

- d. Pembrokeshire Peninsular Stakeholder Group: Holding a working group meeting Tuesday 29th April.
- e. Police Surgery: The police surgery will commence on Thursday, 1st May.
- f. Porthclais Harbour Authority: Nothing to report. Filming at Harbour during June closing the harbour.
- g. Porthstinian Boat Owners Association: The slipway/boathouse is under consultation, needs Community Support to de-list the slipway boathouse pending approval of Cadw and PCNPA.
- h. Porthmawr Surf Life Saving Club: The lifeguards will be back at full time from mid-May.
- i. St Davids Befrienders: Progressing.
- j. St Davids Christmas Tree Association: Nothing to report. Next meeting TBC.
- k. St Davids Day Celebrations Group: Nothing to report.
- l. St Davids Day Centre for the Elderly: Recent money raiser very successful.
- m. St Davids Festivals: Cllr S Foster thanked the meeting for the City Council support.
- n. St Davids Matsieng Lesotho Link: Meeting Tuesday 29th April.
- o. St Davids Peninsula Tourist and Traders Association: Meeting 20th March. Next meeting 15th May.
- p. St Davids RFC: Current stewards have recently resigned.
- q. Youth Drop In: Closed over the school holidays.
- r. Ysgol Penrhyn Dewi Governor: Recent prize giving at the Cathedral with a talk by Gerald Davis, ex-Wales rugby player.

### **287 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/25/0008/FUL Single storey rear extension (shower room, lounge), following demolition of existing conservatory. Trehennydd, 41, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SB.
- b. NP/25/0140/FUL Demolition of existing single storey kitchen/store & replacement with two storey extension, new double garage, porch & external timber cladding. Heol Dewi, St Davids, Haverfordwest, Pembrokeshire, SA62 6NY.

**Any Other Business**

Items for information only:

- Cllr FD John requested attention to street furniture needing repainting (benches and signs).

Items for the next agenda:

- Cllr ES Evans proposed a letter of congratulations to youth Welsh boxing champion.
- Cllr ES Evans proposed a letter to PCC representative regarding serious disrepair of Bryn Road play area.

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

Signed ..... Date .....

Chair