

Minutes of the Monthly Meeting of the Council on Monday 2nd June 2025 in the Memorial Hall at 7.00pm

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

13 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 were received and approved from Cllrs W Chant, Cllr BT Price, & R Price.

14 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. No interests were declared.

15 Confirmation of Minutes for:

- a. Annual Meeting of the Council on Monday 12th May 2025 were RESOLVED to be approved, pending dates of November 2025 Staffing Committee Meeting.
- b. Monthly Meeting of the Council on Monday 12th May 2025 were RESOLVED to be approved.

16 Public Representations: Members of the public may address the Council regarding matters already listed on this agenda only, in accordance with Section 48 of the Local Government and Elections (Wales) Act 2021 and Standing Orders section 7. This is distinct from formal presentations by invited speakers on specific agenda items. **Public representation is limited to 20 minutes total; 3 minutes per speaker; directed to Chair only.** Public participation in debate is not permitted as Council meetings are formal decision-making forums where elected

Councillors deliberate and vote on behalf of the community. Questions requiring detailed responses should be submitted to the Clerk outside of meetings.

- Representatives from local commercial stakeholders attended to address concerns regarding Whitesands parking tariff changes. Key points presented:
 - a. The stakeholder purchased the assets of a failed 37-year business in 2023 and established a new company.
 - b. The business serves 48 schools annually, providing outdoor education to 2,730 young people.
 - c. Emphasised the mental health and educational benefits provided to children.
 - d. Expressed concern that only commercial providers were targeted for fee increases.
 - e. Requested clarification on refunding tickets already purchased during the 2025 season.
 - f. Raised concerns about a council-approved sauna trailer placement using the 28 day rule in the car park area where their trailer was previously located - in reference to the 17th March meeting decision - and questioned consistency in enforcement.
- The representatives requested dialogue to resolve pricing concerns and ensure business continuity for educational services.

17 Whitesands Parking Tariff - Appeal Against 28th April 2025 Resolution

The meeting RESOLVED to hold this agenda item in committee under the Public Bodies (Admission to Meetings) Act 1960.

Background: Appeal submitted by local commercial stakeholder following correspondence.

The meeting RESOLVED to rescind the following decisions from the 28th April 2025 council meeting under Standing Order 11:

- Resolution 266(n): "That businesses requiring multiple vehicles to access Whitesands must purchase multiple passes (one pass per vehicle/per parking bay)"
- Resolution 266(k): The restriction that Commercial Seasonal Day Pass allows "one specified vehicle to occupy one parking bay" (vehicle-specific nature)
- The implicit restriction of the £6 daily rate to personal use only (as commercial operators are required to purchase £150 Commercial Seasonal Day Pass)

Motions APPROVED:

- a. Proposal to include one free vehicle parking pass with the £1000 Commercial Seasonal Bay Pass for Overnight Storage with additional requirements including: transferable passes between specified business vehicles with business signage to be displayed at all times; the additional free vehicle parking pass with the £1000 Commercial Seasonal Bay Pass for Overnight Storage shall not reserve a parking space and be used on a first-come-first-served basis only; to be issued through the Clerk's office only and include numbered ticket displays (1 of 2, 2 of 2) at all times.
- b. £150 Commercial Seasonal Day Passes to be transferable between specified vehicles rather than vehicle-specific with conditions that passes shall not reserve a parking space and be used on a first-come-first-served basis only; transferable between specified business vehicles with business signage to be displayed at all times; to be issued through the Clerk's office only and include numbered ticket displays (1 of 2, 2 of 2) at all times.
- c. Commercial providers who only take up one space to pay the £6 daily rate on the day.
- d. Process for refunding already purchased tickets, requiring businesses to provide proof of their payments to date to initiate refunds through the Clerk's office.

Motion NOT APPROVED:

- a. Larger vehicles and vehicles with trailers to only be charged for one space when occupying two parking spaces.

18 Whitesands Ice Cream Concession – Formal Complaint Received

Background: Complaint received regarding non-compliance with tender Term 5 requiring daily drive on/off operation. Investigation confirmed occasional overnight stays occurred. Concession holder has acknowledged breach and arranged off-site storage to ensure future compliance.

RESOLVED that the Clerk respond to the complainant confirming the matter has been investigated and issue a compliance reminder to the concession holder accordingly.

19 Review of Open Gardens Weekend Market Stall Fee Decision

Background: At the April 28th meeting, Council resolved not to waive the £300 market manager fee (£150 x 2 days) for the St Davids City Open Gardens Weekend on 14-15 June 2025. The event organisers have requested this decision be reconsidered.

Key Points:

- Pre-2024: Stalls stored at old Lloyds Bank shed, Eco Dewi set up themselves (no market manager charge).
- 2024 onwards: Stalls relocated to Broadlands on trailer, market manager must transport/set up (charge applies).
- 2024 event: Council charged £125 for one day's stall usage.
- 2025 request: Two days at £150 per day (total £300) - market manager fee has increased.
- Event supports local environmental causes and raises funds for Eco Dewi and Prostate Cymru.
- City Hall wet weather backup unavailable this year (already booked).

RESOLVED to rescind the April 28th 2025 council decision under Standing Order 11 and to waive the full £300 two-day market manager fee, replacing it with a reduced one-day fee of £150.

20 Pembrokeshire Peninsula Stakeholder Group - Non-Councillor Representative

To consider nominations for non-councillor representatives to serve on the Pembrokeshire Peninsula Stakeholder Group, following community member request and Council resolution from annual meeting.

Action Required: Approve process and criteria for nominating community representatives to complement the Council's formal councillor appointments.

RESOLVED to maintain the existing nomination of Mr Richard Hayward (Cathedral Church Warden) as SDCC non-councillor representative on the Peninsula Stakeholder Group, serving alongside Cllr S Foster as the Council's official representative, as formally established through correspondence with Hywel Dda University Health Board in October 2024.

21 VJ Day 80th Anniversary Street Party Planning

To decide whether to proceed with preparations for a VJ Day 80th Anniversary Street Party on Friday, 15th August 2025 at Cross Square – further to 28th April resolution: 269. Council to approve commencement of planning including road closure application (requires significant lead time), traffic management arrangements, and event logistics - *with reference to the King's Coronation Street Party costs from May 2023.*

Decision Required: Whether to authorise officers to begin formal preparations for the VJ Day 80th Anniversary Street Party.

RESOLVED:

- a. Not to proceed with a street party due to the date's close proximity to the annual St Davids Carnival and associated logistical challenges during peak tourist season.

- b. To instruct the Clerk to coordinate with the Cathedral and 14th Signals regarding organising a commemorative service at the Cross Square and to pursue beacon lighting arrangements to mark this significant milestone on 15th August 2025.

22 Councillor Community Service Profile

Background: Following review by the Clerk and Cllr S Foster, a comprehensive profile document has been developed to identify councillors' interests, expertise, and community service preferences.

Recommendations for Approval:

- a. **Adopt** the Councillor Community Service Profile document as presented.
- b. **Establish Timeline:** All councillors to complete and submit profiles within 6 weeks of approval.
- c. **Authorise Use:** Completed profiles to inform:
 - i. Committee membership assignments.
 - ii. Formation of informal working groups.
 - iii. Training and development planning.
 - iv. Community engagement strategies.
- d. **Publication:** Approve publication of completed profiles (with councillor consent) on the council website to enhance transparency and community engagement.

RESOLVED not to approve proposal 10(a), thereby rendering proposals 10(b) - 10(d) null and void.

23 Accounts

The accounts were **RESOLVED** to be approved.

Buckingham Palace Garden Expenses payment: RFO to provide clarification.

- a. Internal Audit for April 2025

b. Financial Statements for May 2025

Financial Report			May-25		
Balance @ Bank on	27-May-25				£139,845.68
LGA 1972 SEC 137 25/26 £16927			LGA 1972 Sec 214 Cemetery Maintenance		
Last month's donations		£0.00	Total donated 25/26		£0.00
2025 / 2026	Total	£0.00			
Balance available		£16,927.00			
Income					
City Hall					£280
Whitesands (<i>Includes Café Rent (£2100)</i>)					£19,083
Market					£1,208
St Justinians					£0
Finance					£0
Office & Administration					£660
TOTAL					£21,231
Expenditure				£100+ Items	
City Hall		£2,123		£1,841	
Whitesands		£2,303		£2,135	
Office & Administration		£3,394		£2,834	
Admin Staff Costs (Inc Hall Manager)		£2,678		£2,678	
Street Furniture		£0		£0	
Play Area		£200		£200	
Events		£133		£0	
Finance		£0		£0	

24 Planning

- a. **NP/25/0259/LBA** Change of use of the first floor flat (C4 to C3) and second floor flat (A1 to C3) to single family dwellings, with associated internal and external alterations. 1, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SA. 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.
- b. **NP/25/0258/FUL** Change of use of the first floor flat (C4 to C3) and second floor flat (A1 to C3) to single family dwellings, with associated internal and external alterations. 1, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SA. 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.
- c. **NP/25/0250/FUL** Single storey building with music and IT rooms. Dewi Campus, St Davids, Haverfordwest, Pembrokeshire, SA62 6QH. 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.

Any Other Business

Advisory (5 minutes): Members are reminded: lengthy detailed reports must be submitted to the Clerk for formal agenda inclusion – further to 3rd March 2025 resolution 209; information-only items require written documentation as Council meetings are formal

decision-making forums where elected Councillors deliberate and vote on behalf of the community.

- Caretakers House WG Meeting - Tuesday 6th May - 6pm - Memorial Hall - *submitted 20 May 2025.*
- Mayor Cllr DJ Griffiths clarified AOB format for information items only to prioritise main agenda decisions
- Mayor Cllr DJ Griffiths announced charity fundraising activities during mayoral term and donation of Mayor's Allowance to charity
- Cllr FD John: Waunfawr strimming arrangements 2025; Fishguard Road sign flower display installed requiring maintenance; complaints received regarding sauna placement at Whitesands; Bryn Teg Play Area safety concerns awaiting PCC response; thanked Mayor for attending Coffee and Chat 100th birthday celebration
- Cllr S Minas: Caretaker House disability access site visit Friday 6th June 10am; Transformational Grant EOI deadline end of week
- Cllr S Foster: RESOLVED delegation for Caretaker House key access Tuesday 3rd June contractor meeting; Keep St Davids Tidy poster campaign update including logos and printing costs review
- Cllr BS Sehmi: Caretaker House platform lift query
- Cllr ES Evans: Eisteddfod update; RFC council representative; Glasfryn Policy; Memorial Playing Field s106 queries
- Cllr B Lloyd: Solva & St Davids Newsletter MoU update; Community Engagement event September date TBC

There being no further business the meeting closed at 8:50pm

Signed

Date

Chair