

Minutes of the Monthly Meeting of the Council on Monday 14th July 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 BT Price, Cllr S Sehmi, & Cllr RJ Thornton, with S Mann (Clerk), JS Foster (Deputy Clerk), & W Mann (RFO).

29. Apologies for Absence

Members are 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 Cllr R Price.

30. Declarations of Interest

Members are 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.

Declarations made:

- a. Cllr DJ Griffiths declared a prejudicial interest in item 47a and left the meeting during item.
- b. Cllr Price declared a personal interest in item 47a.
- c. Cllr MC Gray declared a personal interest in item 47b.

31. Confirmation of Minutes for:

- a. Monthly Meeting of the Council on Monday 2nd June 2025 were RESOLVED to be approved.
- b. Extraordinary Meeting of the Council on Monday 16th June 2025 were RESOLVED to be approved.

32. Public Representations from members of the public in attendance about any business to be discussed: None.**33. Accounts**

- a. Internal Audit for May 2025
- b. Financial Statements for June 2025

The accounts were RESOLVED to be approved.

Financial Report		June-25	
Balance @ Bank on	30-Jun-25		£150,794.36
LGA 1972 SEC 137 25/26 £16927		LGA 1972 Sec 214 Cemetery Maintenance	
Last month's donations		£0.00	Total donated 25/26
2025 / 2026	Total	£0.00	£0.00
Balance available		£16,927.00	
Income			
City Hall			£163
Whitesands (<i>Includes Café Rent (£2100)</i>)			£21,460
Market			£1,583
St Justinians			£0
Finance			£0
Street Furniture			£60
TOTAL			£23,266
Expenditure			
			£100+ Items
City Hall	£2,338		£1,981
Whitesands	£7,072		£7,009
Office & Administration	£354		-£76
Admin Staff Costs (Inc Hall Manager)	£7,900		£7,900
Street Furniture	£35		
Play Area	£1,308		£1,308
Events	£35		
Finance	£348		£348
Market	£860		£860
St Justinians	£240		£240
TOTAL	£20,490		£19,570
Addendum of Items of £100 plus Value is Attached			

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS												
												MONTH
												Jun-25
	Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market		
£3,238	Non Domestic Rates	£3,238										
£7,900	Salaries PAYE & NI				£7,900							
£1,152	Attendants Fee	£1,152										
£1,005	Council Tax House	£1,005										
£963	Attendants Fees	£963										
£710	Non Domestic Rates	£710										
£681	Attendants Fee	£681										
£654	Svce Level Agreement Mem Field					£654						
£654	Svce Level Agreement Waun Fawr					£654						
£599	Attendants Fees	£599										
£300	Open Garden -Attendants Fee										£300	
£266	Electricity	£266										
£240	Portaloos Charge							£240				
£203	Whitesands Signage	£203										
£193	SumupCharges								£193			
£173	Attendants Fee	£173										
£156	Bank charges								£156			
£150	Attendants Fee									£150		
£150	Attendants Fee									£150		
£150	Attendants Fee									£150		
£110	Market Stalls Storage									£110		
£108	IT & Website Support (May)			£108								
£108	IT & Website Support (June)			£108								
-£292	Exp Adj (Overpayment in May)			-£292								
£19,571		£1,981	£7,009	£0	-£76	£7,900	£1,308	£0	£240	£348	£860	

34. Finance Committee Recommendations of the 24th June 2025 Meeting Minutes

a. Deposit Account Recommendation: To recommend to council that it opens a Lloyds Instant Access Deposit Account in accordance with Welsh Government guidance of prioritising security over yield and to enable the smooth administration of the council's general reserves once they become divided between two bank accounts was RESOLVED to be approved.

b. City Council Wells: Concerns were raised that Wells were not included in the land registry. Cllr RJ Thornton referred to historic claims that the City Council's Wells were already listed on the land registry.

RESOLVED to approve Cllr S Foster's motion for the Clerk to investigate two Wells and Pump and act accordingly, seconded by Cllr B Lloyd.

c. Revaluation of Council Property: Recommendation to council that a full revaluation of council property be undertaken. RFO advised that this revaluation will form part of the ongoing updating of the Asset Register.

RESOLVED to approve revaluation of Council Property.

35. Consideration of Improved Signage on Council Property

To consider the need for improved and appropriate signage on Council-owned property, specifically Wells, as raised during the Finance Committee's Any Other Business (AOB) 24th June 2025.

RESOLVED to approve implementation of improvements to signage on Council Property.

36. Report from County Councillor BT Price

County Councillor BT Price presented a report on the Bryn Teg play area owned and maintained by Pembrokeshire County Council. Cllr BT Price reported that new, upgraded and remedial play equipment installation at Bryn Teg play area was implemented following reports and site visits with regard to dangerous play equipment.

Cllr BT Price discussed and reported to the meeting with regard to the ongoing speeding concerns at Carnhedryn. The 40 mile an hour speed limit through the Hamlet of is not being followed. Concerns raised that speed cameras should be installed by County Council. However, PCC have no schedule to install speed cameras in the St Davids Ward.

Cllr BT Price reported on her recent successful County Councillor Surgery consultation with members of the community.

37. Approval of Letter of Congratulations to Sir Gerald Davies

RESOLVED that the Council approve the formal letter of congratulations to Sir Gerald Davies on the occasion of his knighthood and instruct the Clerk to send the letter.

38. Working Group Governance and Grant Application Protocol

a. Adoption of Terms of Reference for Working Groups

b. Adoption of Working Group Reporting Form

RESOLVED to defer items 38a and 38b until the next meeting.

The clerk was instructed to verify procedures of other Parish and community councils with regard to formal and informal working group arrangements.

c. Grant Application Protocol

RESOLVED to approve item 38c Grant protocol.

39. Siop y Bobol Letter Eisteddfod Appeal Donation

To formally acknowledge Siop y Bobol's generous donation of £3500 to the National Eisteddfod 2026 Appeal and determine the Council's plan for utilising their offer to assist with fundraising events.

Cllr ES Evans proposed the motion that the City Council could arrange a coffee morning during August 2025 having verified with the Hall Manager a period of no events in the City Hall, which a date could be secured to raise funds for the Eisteddfod appeal.

RESOLVED to approve Cllr ES Evans' proposal for a coffee morning during August 2025.

40. Pembrokeshire Streetscape Enhancement Scheme

RESOLVED that the Council approved Cllr S Foster's proposal to liaise with PAVS regarding the Pembrokeshire Streetscape Enhancement Scheme (City Hall Paint Project) and that the City Council would provide the required match funding of £2,501, subject to a successful grant award, with the Council accepting responsibility for the total project expenditure of £7,500 and noting that the grant application was successfully submitted to meet the required deadline.

41. St Davids Memorial Playing Field Upgrade: Play Area Enhancement Approval

To review and approve quotes for the new play equipment, safety surfacing, and a new fence for the toddler area at St Davids Memorial Playing Field under the Enhancing Pembrokeshire grant following approved Project Change Application from the abandoned Pump Track project (total award £28,936 from project cost £39,787).

The meeting acknowledged the work gone into quotations presented with regard to prior engagement events over past years informing these quotations. Four quotes were obtained for the proposed upgrade. Cllr B Lloyd proposed the motion that the Deputy Clerk proceed with selections based on the research and Cllr B Lloyd's YPD visit engaging pupils with regard to the Memorial Playing Field.

The upgrade will include replacement of damaged and worn safety surfacing, replacement of the junior seesaw, new swing seats in the toddler area (including a dual mother and toddler swing seat and cradle seat), a new trim trail, replacement of damaged springer, and replacement of the fencing surrounding the toddler area.

RESOLVED to approve Cllr B Lloyd's motion that the deputy clerk proceed with Adventure Playground's quote of £31,592 (ex VAT) for the play equipment upgrade, with the fencing component to be considered at the September meeting pending receipt of additional quotes, and to confirm the Council's commitment to provide the required match funding of £10,851.

42. SPF Communities Funding Opportunity

To consider £3,000 SPF Communities funding from Pembrokeshire County Council to support existing events or programs under the categories of local events, green/blue space improvement, or community-led arts/cultural/heritage initiatives.

The funding can cover various costs including resources, venue hire, marketing, or facilitators, with conditions including an initial meeting with the SPF Communities team, post-event evaluation with photos and marketing, use of the UKGov logo on promotional materials, and all expenditure to be completed by 31st October 2025.

RESOLVED to accept the £3,000 SPF Communities funding and allocate it to support two existing initiatives:

- d. St Davids Carnival August 2025: £1,009.44 (road closure and insurance costs)
- e. St Davids City Council Community Engagement Event, City Hall, September 2025: £1,990.56

The Clerk was instructed to liaise with the SPF Communities team to arrange the initial meeting and confirm implementation details.

43. St Davids Carnival 2025: Funding Request

To consider the St Davids Carnival Committee's request for the City Council to fund road closure (£582) and insurance (£427.44) costs, totalling £1009.44.

RESOLVED to fund the St Davids Carnival 2025 costs of £1,009.44 using the SPF Communities funding accepted in item 42.

44. Caretaker House Working Group

To receive update from Cllrs S Foster and S Minas regarding procedure required to apply for Empty Homes Grant Funding, response from contractors undertaking informal inspections, response from Building Inspector visit, and consider approval of expenditure for skip container.

Cllrs S Minas and S Foster presented to the meeting a report highlighting concerns with regard to fire safety and fire exits obstructions, which had been recently cleared by the Hall Manager around the vacant Caretaker House. The garden gate fire door was in urgent need of replacement. As per the financial regulations, the funds for these emergency remedial actions could proceed.

The Clerk confirmed that the public toilet door emergency drawstring repair was being dealt with and repaired as soon as possible with the council electrician.

The Clerk agreed to provide the General Purposes Committee meeting dates as health and safety was part of the General Purposes Committee remit.

Cllr S Foster reported on free survey availability to inform St Davids City Council with regard to quotes moving forward including maximum of £25,000 and 80% of works.

Cllr ES Evans queried the status of SDCC's pre-application which had been approved by Council 28th April 2025. The Clerk confirmed the pre-application had been paid for, however, still awaiting PCNPA site visit confirmation.

RESOLVED to accept the update and note the initial contractor estimation of £60,000 to remedy the building to liveable standard. The meeting further RESOLVED that in place of hiring a skip, Councillors would arrange to clear out the old carpets and other materials themselves and dispose of them at the St Davids WRC.

45. Staff Workload Assessment

RESOLVED that:

The Council notes the preliminary information obtained from One Voice Wales and confirms no commitments were made prior to this meeting.

Following discussion of Financial Regulation 5.9 regarding the requirement to obtain 3 estimates for contracts between £500-£3,000 excluding VAT, and the Clerk's confirmation that three quotations had not yet been received, the Council authorises proceeding with One Voice Wales as an online estimation for the staff workload assessment.

Expenditure of up to £2,500 (excluding VAT) approved for the in-person workload assessment service for all four staff positions (Clerk, Deputy Clerk, RFO, and Hall Manager), including travel costs and accommodation.

Clerk to finalise arrangements with One Voice Wales for the workload assessment.

46. Letter of Thanks Former Internal Auditor June 2025

To receive thank you letter and appreciation from former Internal Auditor, Mr Paul L. Evans.

RESOLVED to note item 46.

47. Planning

- a. NP/25/0324/FUL Creation of a service turn out area on existing agricultural land. Rhosson Ganol, St Davids. 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/25/0339/FUL Demolition of existing single storey kitchen/WC/store replaced with a 2-storey extension. 2, Heol Dewi, St Davids. 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/24/0289/FUL Installation of air source heat pump adjacent to building & ground mounted solar. Upper Clegyr, St Davids. 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 noting had already been approved by PCNPA.
- d. NP/25/0336/FUL Rear extension and front porch. September Cottage, Lower Moor, St. Davids. 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.
- e. NP/25/0358/LBA Erection of signage. 11, Cross Square, St Davids. 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.
- f. NP/25/0361/ADV 3 no. signs to front elevation comprising high level sign, sign above entrance. 11, Cross Square, St Davids. 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

- Cllr MC Gray requested to invite the Chapel to the SDCC Civic and Remembrance Service.
- Cllr MC Gray raised concerns that the community with regard to the Blood Service returning to the City Hall.
- Cllr RJ Thornton queried an update on the Scout hut asset transfer progress. Cllr B Lloyd confirmed that PCC head of property had retired and requested the Clerk agreed to forward the latest email from Property at PCC to the Cllrs.
- Cllr ES Evans queried Council's resolution with regard to coordinating VJ Day Service with the St Davids Cathedral.
- Cllr BS queried an update on the Bryn Road Toilet asset transfer. Clerk confirmed that the latest correspondence indicated completion was expected soon.
- Cllr FD John raised concerns with regard to the Whitesands ticket attendant unable to access the card reader password. The finance committee chair Cllr S Minas confirmed that the finance committee had recently reviewed this, confirming that the RFO had also confirmed that the ticket attendant, as a self-employed contractor cannot have access to the password to the card reader as not a council employee and not covered by the council's insurance. Concerns were raised by the meeting with regards to a loss of money because of this situation. Cllr S Minas proposed that the RFO find solution or investigate this for a solution. Clerk, RFO and Deputy Clerk to establish with the

ticket attendant with regards to requirements, problems with regard to resetting the card reader, and find solutions.

- Cllr MC Gray raised concerns with regard to the Porthstinian boat owners Association at St Justinians RNLI slip way. Cllr DJ Griffiths confirmed calling an emergency extraordinary meeting to be held at 8:45am on Wednesday the 16th of July to approve the prepared letter to the RNLI CEO.
- Cllr S Foster proposed street signage to be included as Agenda item at next meeting.

There being no further business the meeting closed at 9:01pm

Signed

Date

Chair