

Minutes of the Monthly Meeting of Council on Monday 6 October 2025 in the Memorial Hall at 7.00pm

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

81 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. **RESOLVED:** That apologies from Cllr S Minas be accepted and approved.

82 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. This procedure maintains public confidence in the Council's decision-making process.

a. No declarations of interest were made.

83 Confirmation of Minutes:

RESOLVED:

a. That the minutes of the Extraordinary Meeting held Monday 18 August 2025 be approved and signed as accurate.

b. That the minutes of the Monthly Meeting held Monday 1 September 2025 be approved and signed as accurate.

84 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.

a. No public representations made.

85 City Hall Redevelopment - Rescission, Asset Status, and Formal Strategic Direction

Background: Since the £355 pre-application for comprehensive City Hall redevelopment was approved by Resolution 271 (28 April 2025), informal discussions have favoured reinstating the Caretaker House as a dwelling. Resolution 61 (1 September 2025) approved rescinding the April resolution to enable formal consideration of this new approach.

Rescission Status: Formal rescission of Resolution 271 is complete. The £355 pre-application fee is non-refundable under PCNPA policy.

Governance & Financial Urgency:

a. **Formal Direction Required:** Full Council has not formally resolved to change direction from the comprehensive redevelopment plan approved in April 2025. This must be resolved to proceed with any new works or planning.

b. **External Financial Pressure:** The Caretaker House has been vacant since October 2022. Pembrokeshire County Council has applied the Long-Term Empty Property Council Tax Premium (300%), creating an immediate, ongoing, and unsustainable financial liability for the Council.

- c. **Legal Mandate:** For the dwelling option to proceed or to gain any eventual grant eligibility, the legal title (CYM282708) must be formally separated. This separation requires initial expenditure on professional advice and a formal valuation of the Caretaker House asset to comply with Financial Regulation 5.8.

Strategic Options for Resolution:

Council must formally resolve its strategic direction:

- d. Option A: Dwelling Reinstatement (Estimated £60,000 cost, requiring full funding by Council now to stop tax premium, regardless of delayed Empty Homes Grant recovery).
- e. Option B: Storage Conversion (Cllr R Price's proposal) or other viable alternative.

RESOLVED:

- f. That Council formally receives completion of the rescinding motion for Resolution 271 (28 April 2025). Nine councillor signatures were obtained by 29 September 2025 in accordance with Standing Order 11(a). The rescission process is complete.
- g. That the Clerk consult with the Valuation Office Agency regarding the rating classification of the Caretaker House property, and seek relief from Pembrokeshire County Council on the current empty property premium.
- h. That Council does not resolve a strategic direction for the Caretaker House at this meeting. The Clerk provide information to the Caretaker House Working Group for urgent meeting, and the Working Group explore options and report recommendations to Full Council at the 3 November 2025 meeting. The information to include:
 - i. Findings from the Valuation Office consultation
 - ii. Information on planning requirements and costs for alternative uses
 - iii. Options for a binding decision on strategic direction
- i. Remaining Items (i) through (k) not addressed pending strategic direction decision.

86 City Hall Streetscape Enhancement - Paint Colour Decision

Background: Council Resolution 67 (1 September 2025) approved community consultation on colour selection for City Hall Paint Project. Grant funding of £4,999 awarded by SPF Street Enhancement with Council match funding of £2,501 (total approved budget £7,500). Contractor quote: £7,500 including scaffolding, labour, materials for masonry, woodwork (doors/windows), and metalwork (27 June 2025).

Current Status:

- a. Scaffolding & Preparation works (cleaning, gutters, fascia board replacement) commenced Week 1 (30 Sept - 6 Oct)
- b. Community consultation conducted 27 September 2025; survey ballot box sealed at City Hall
- c. SPF Street Enhancement extended deadlines (confirmed 30 September 2025): Works completed 23 January 2026; Claims submitted 30 January 2026
- d. Contractor verbally confirmed painting can commence following Council colour decision 6 October

RESOLVED:

- e. That Council acknowledges the community engagement survey results: Pink (82 votes), Blue (63 votes), Green (31 votes). Cllrs S Foster and B Lloyd witnessed the ballot count on 2 October 2025.

- f. That Council approves pink as the final paint colour choice for the City Hall painting project.
- g. That the project implementation be ratified within the approved budget of £7,500 and grant requirements (works completed 23 January 2026; claims submitted 30 January 2026).

87 Councillor Training Programme - Bespoke Training Session

Background: Council adopted Training and Development Policy (12 May 2025) with £3,500 annual budget provision. Code of Conduct bespoke training successfully delivered 28 April 2025. Policy identifies essential One Voice Wales modules supporting good governance, legal compliance, and financial management.

Proposed Training Session: One Voice Wales bespoke training covering:

- a. Module 2: The Councillor (Register of Interests, ethical behaviour, decision-making)
- b. Module 4: Understanding The Law (statutory duties, ultra vires, powers of delegation)
- c. Module 6: Local Government Finance (Financial Regulations, procurement, RFO role, risk assessment)

Delivery Options:

- d. In-person session: £491 + £55 travel = £546 (maximum 20 attendees)
- e. Remote session via City Hall facilities: £376 (maximum 20 attendees)

RESOLVED:

- f. That Council approves bespoke training sessions for Module 4 (Understanding The Law) and Module 6 (Local Government Finance) only.
- g. That the delivery format be in-person sessions at City Hall.
- h. That training sessions be scheduled at 6:00pm before Council meetings, with Module 4 scheduled first.
- i. That this item be included on the November 2025 meeting agenda to confirm scheduling.
- j. That expenditure be authorised from the Training and Development Policy budget (within £3,500 annual provision).

88 Street Name Signs Maintenance and Enhancing Pembrokeshire Grant Application

Background: 53 street name signs throughout the city require maintenance, with approximately 39 signs in urgent need of comprehensive restoration due to deterioration. This item was deferred from the 1 September meeting to allow for additional quotations to be obtained and to explore Enhancing Pembrokeshire Grant funding.

Update:

- a. A third quotation has now been obtained
- b. Following consultation with Pembrokeshire County Council, the street signage maintenance project was confirmed as ineligible for Enhancing Pembrokeshire Grant funding as it constitutes routine maintenance and does not align with the fund's purpose of offsetting negative impacts of second home ownership
- c. Instead, the Clerk submitted an alternative EOI for the "St Davids Maes Glasfryn Welsh Language Outdoor Meeting Area" project, which aligns with the Well-being Action Plan adopted by Council on 7 April 2025 (Resolution 242)

RESOLVED:

- d. That Council notes that Enhancing Pembrokeshire Grant funding is not available for street signage maintenance.

- e. That consideration of the three quotations be deferred to the November 2025 meeting pending clarification from the third quotation provider regarding registered company address, VAT registration status, and paint specification to ensure comparability with other quotations.
- f. Item deferred with Item e.
- g. That Council ratifies the 20% match funding commitment (estimated £495-£968) for the St Davids Maes Glasfryn Welsh Language Outdoor Meeting Area Expression of Interest submitted under the Grant Application Protocol (adopted 14 July 2025) following consultation with the Mayor, RFO and Finance Committee Chairman.

89 Outstanding Achievement Award Framework

Background: Framework developed as resolved on 1 September to complement existing Community Award with recognition for exceptional achievements bringing distinction to St Davids.

RESOLVED:

- a. That Council approves the Outstanding Achievement Award framework.
- b. That the criteria must specify that nominees be residents within the St Davids Parish.
- c. That the framework be flexible on the number of awards per year, with awards granted based on merit.
- d. That costings for an honours board be obtained and implementation details brought back to Council.
- e. That nomination materials and forms be prepared.
- f. That nomination forms be distributed after Remembrance Day and included in the November newsletter to raise awareness of both Community Award and Outstanding Achievement Award.
- g. That Council votes on nominations at the December 2025 meeting.
- h. That both Community Award and Outstanding Achievement Award be presented at the Civic Reception in December 2025.

90 Insurance Policy Renewal

Background: The Council's insurance policy with Hiscox Insurance Company Limited (arranged through Gallagher brokers) was due for renewal on 1 October 2025. Due to the imminent renewal deadline, the Clerk accepted the renewal quote to ensure continuous cover, in accordance with Financial Regulations para 5.12(i) (specialist services).

Premium: £6,953.87 for the period 1 October 2025 to 30 September 2026 (including IPT and all fees).

Key Points:

- a. The policy includes a three-year fixed premium arrangement until September 2028
- b. Hiscox/Gallagher specialise in community, town and parish council insurance across England and Wales
- c. The insurer is engaged in the urgent revaluation of council property (not comprehensively valued for over 20 years)
- d. Historically, insurance renewals have been accepted without prior council approval
- e. The policy can be cancelled within 30 days with pro-rata refund if Council wishes to seek alternative providers

RESOLVED:

That Council ratifies the Clerk's acceptance of the insurance renewal quote from Hiscox Insurance Company Limited for the period 1 October 2025 to 30 September 2026 at a premium of £6,953.87.

91 Accounts

RESOLVED:

- a. That Council receives and notes the Internal Audit report for August 2025.
- b. That Council approves the Financial Statements for September 2025.

Financial Report			September-25																					
Balance @ Bank on	30-Sep-25			£196,071.28																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: left;">LGA 1972 SEC 137 25/26 £16927</th> <th colspan="2" style="text-align: left;">LGA 1972 Sec 214 Cemetery Maintenance</th> </tr> </thead> <tbody> <tr> <td>Last month's donations</td> <td></td> <td style="text-align: right;">£1,500.00</td> <td>Last month's donations</td> <td style="text-align: right;">£800.00</td> </tr> <tr> <td>2025 / 2026</td> <td>Total</td> <td style="text-align: right;">£1,500.00</td> <td>This months Donations</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Balance available</td> <td></td> <td style="text-align: right;">£15,427.00</td> <td>Total Donations 25/26</td> <td style="text-align: right;">£800.00</td> </tr> </tbody> </table>					LGA 1972 SEC 137 25/26 £16927			LGA 1972 Sec 214 Cemetery Maintenance		Last month's donations		£1,500.00	Last month's donations	£800.00	2025 / 2026	Total	£1,500.00	This months Donations	£0.00	Balance available		£15,427.00	Total Donations 25/26	£800.00
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Balance available		£15,427.00	Total Donations 25/26	£800.00																				
Income																								
				£2,000																				
City Hall				£0																				
Whitesands (<i>Includes Café Rent (£2200)</i>)				£22,113																				
Market				£1,542																				
Finance				£0																				
Office & Administration				£0																				
				£305																				
TOTAL				£25,960																				
Expenditure																								
				£100+ Items																				
City Hall		£5,180		£4,851																				
Whitesands		£6,886		£6,822																				
Office & Administration		£2,810		£2,342																				
Admin Staff Costs (Inc Hall Manager)		£8,207		£8,207																				
Street Furniture		£925		£925																				
Play Area		£0		£0																				
Events		£623		£416																				
Finance		£1,752		£1,752																				
Market		£410		£410																				
St Justinians		£1,440		£1,440																				
TOTAL		£28,233		£27,165																				
Addendum of Items of £100 plus Value is Attached																								

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS

		MONTH									
		Sep-25									
		Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
£3,238	Non Domestic Rates		£3,238								
£2,450	Deposit Hall Painting	£2,450									
£8,207	Salaries PAYE, NI & Pensions					£8,207					
£1,241	Attendants Fees		£1,241								
£1,005	Council Tax House	£1,005									
£1,000	Equipment Support S137 Grant									£1,000	
£925	Fountain Manhole			£925							
£710	Hall Non Domestic Rates	£710									
£708	Councillor Expenses				£708						
£705	Attendants Fees		£705								
£600	Toilet cleaning etc								£600		
£600	Toilet cleaning etc								£600		
£597	Attendants Fees		£597								
£570	Attendants Fees		£570								
£500	U 13s Tour S137 Grant									£500	
£471	Attendants Fees		£471								
£450	Trade Waste Annual contract	£450									
	Overflow Field Contract										
£417	Solicitors Fees				£417						
£305	Eisteddfod)				£305						
£252	Bank Charges									£252	
£240	Portaloo Hire								£240		
£236	British Gas	£236									
		Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
£219	Mayors Civic Ceremony							£219			
£208	Councillor Expenses				£208						
£208	Councillor Expenses				£208						
£197	Mayors Civic Ceremony							£197			
£150	Attendants Fees										£150
£150	Attendants Fees										£150
£148	Printer Contract				£148						
£118	Council Name Badges				£118						
£116	Server / Internet Support				£116						
£115	Camera				£115						
£110	Stall storage										£110
£27,166		£4,851	£6,822	£925	£2,342	£8,207	£0	£416	£1,440	£1,752	£410

92 Newsletter Distribution Review

Survey Results Summary (conducted September 2025): 86 responses received from St Davids (46.5%), Solva (33.7%), and elsewhere (19.8%).

Key Findings:

- a. 97.7% aware of newsletter; 65.9% read every issue.
- b. Quality rated as Good/Excellent by 81%.
- c. 76.2% have attended events due to newsletter content.
- d. Delivery preferences: 52.9% prefer delivered hard copy; 15.3% collected; 14.1% online.
- e. 17 residents volunteered as street deliverers.
- f. Main content interest: What's on/events (41.7%) and Community News (31%).

Issues Identified:

- g. Online version difficult to read.
- h. Housebound residents unable to request delivered copies.
- i. Rural residents unsure where to collect copies.

RESOLVED:

- j. That Council approves improvements to the delivery system utilising the 17 new volunteers in St Davids (Solva has its own established volunteer network).
- k. That Council approves establishing a hard copy request process for housebound residents.
- l. That Council approves improved signposting for collection points for rural residents.
- m. That Council approves measures to improve online accessibility.

93 Footpath and Pavement Maintenance Initiative

City Councillor initiative to assist elderly residents & residents with mobility challenges by cutting back overgrown vegetation from residential gardens encroaching onto footpaths and pavements.

RESOLVED:

- a. That Council approves the initiative in principle.
- b. That preliminary research be undertaken by the Clerk to determine the potential size of the project in terms of Council staff workload.
- c. That preliminary research include insurance implications, coordination with Pembrokeshire County Council, and newsletter item reminding residents of their responsibilities.

94 Porthclais Harbour Bathing Water Designation

St Davids City Council is progressing an initiative to have Porthclais Harbour officially designated as a bathing area by Natural Resources Wales, which would enable regular water quality monitoring and testing. As part of the Welsh Government's application requirements, a user survey must include recording the number of people who swim (fully submerge their body, face and trunk in water), taking photographs from a distance showing bathing activity (ensuring people cannot be identified), and recording dates, times and locations focusing on peak usage periods. The Clerk contacted Porthclais Harbour kiosk operatives requesting their assistance with conducting this survey for the 2026 bathing season, and enquiring if they hold any informal records from the current 2025 season. No response has been received to date.

RESOLVED:

That the Clerk confirm the criteria and requirements for the bathing water designation application (Recording the number of people who swim (fully submerge their body, face and trunk in water), Taking photographs from a distance to show bathing activity (ensuring people cannot be identified), Recording dates, times, and locations, Focusing on peak usage periods), and that this item be included on the November 2025 meeting agenda. Cllr FD John, as Porthclais Harbour representative, to report on progress at the November meeting.

95 OYP Car Park Public Toilets

Background: Public toilets at Oriol y Parc Visitors Car Park closed November 2023 when PCC ceased funding. National Park declined to operate. Resident correspondence reports inadequate visitor facilities and anti-social behaviour, suggesting Council could facilitate establishment of a Community Interest Company to finance reopening. Costs: Estimated £7,000+ annually plus refurbishment. Council already committed to Bryn Road toilets at £10,000 annually.

RESOLVED:

That Council approves the Clerk's formal response in light of the Clerk's correspondence with resident as satisfactory, with no further action required on behalf of St Davids City Council.

96 Welsh Blood Service - Return to St Davids

St Davids City Council is working to restore local blood donation services which ceased when parking restrictions prevented the Welsh Blood Service vehicle from parking outside City Hall. The Welsh Blood Service has confirmed they can no longer use venues requiring staff to unload/load equipment on a public highway due to Health and Safety requirements. Previous alternatives considered (Leisure Centre and Rugby Club) were not suitable. The Welsh Blood Service has agreed to reassess the rear area of City Hall and welcomes suggestions for alternative venues. The Clerk has also enquired whether the local secondary school has been considered as a potential venue.

RESOLVED:

That Council determines next steps, including the Clerk to provide suggestions for additional potential locations to the Welsh Blood Service (including CK's Supermarket on New Street and Ty y Pererin on Quickwell Hill) whilst awaiting reassessment of the rear of City Hall as a parking location.

97 Urdd Eisteddfodau Sponsorship Request

Letter received from Urdd Gobaith Cymru requesting a financial contribution from the Council to help cover the rising costs of the 11 Cylch Eisteddfodau held across Pembrokeshire, noting that the contribution would remain within the county to benefit local children and young people. The Urdd has over 2,900 members in the region and provides a variety of Welsh-medium activities and arts opportunities, and the sponsorship would help avoid increasing entrance prices for the events.

RESOLVED:

That Council approves a donation of £250 under Section 137 of the Local Government Act 1972 towards the Urdd Eisteddfodau costs.

98 Royal Garden Party Nominations (Deputy Lord-Lieutenant's Request)

The Deputy Lord-Lieutenant has asked St Davids City Council to manage the process of nominating suitable residents of the St Davids community for an invitation to the Buckingham Palace Garden Party in 2026.

RESOLVED:

That Council agrees to the process of managing nominations for the Royal Garden Party 2026, with potential nominees' names to be provided to the Deputy Lord Lieutenant following the meeting's discussions. The list is due to the Lieutenancy Office by November 2025.

99 Christmas Events 2025

RESOLVED:

a. **Civic Reception:**

That quotations for catering be obtained and brought back to the November 2025 Council meeting for approval. The invitation to note that the Council has decided to include Christmas hot rolls alongside mince pies and mulled wine. Sale and return arrangements for beverages to be confirmed as per past events.

b. **Community Award & Outstanding Achievement Award:**

That both Community Award and Outstanding Achievement Award be presented at the Civic Reception in December 2025 (as resolved under Item 9).

c. **Christmas Tree Lighting Ceremony Date:**

That the Christmas Tree Lighting Ceremony date of Saturday 29 November 2025 be confirmed.

d. **Christmas Tree:**

That the Christmas tree quotation of £526 excluding VAT from Gower Christmas Trees be approved.

e. **Senior Citizens Christmas Lunch:**

That the Senior Citizens Christmas Lunch be confirmed for Wednesday 10 December 2025, with arrangements to be explored regarding Ysgol Penrhyn Dewi school nativity performance timing:

- i. Entertainment (hand bell ringers, Ysgol Penrhyn Dewi nativity, Cathedral Director of Music Simon Pearce & scholars)
- ii. Tickets via Siop Y Bobol
- iii. Catering provided free of charge by former Cllr N Walsh (as in previous years)
- iv. Food and sundries expenditure to be confirmed

f. **Window Decoration Competition:**

That the date for the Window Decoration Competition be at the discretion of the Mayor.

b. **Christmas Market:**

That Council approves the Christmas Market in principle, subject to confirmation of stallholder participation numbers.

- i. Crug Glas Christmas Market request to use SDCC market stalls was RESOLVED to be approved, these arrangements to be confirmed and ratified at the November 2025 Council meeting.

100 Planning:

RESOLVED

- a. **NPNP/25/0342/FUL** Change of use of Office (Class B1) to cafe (Class A3) to include the installation of a new side disabled access door and ramp, and creation of outdoor

seating to the rear of the building. 18A, Old Bank House, Cross Square, St Davids, Haverfordwest, Pembrokeshire, SA62 6SE.

The City Council considered the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area and RESOLVED to support the application.

- b. **NP/25/0422/FUL** Proposed new mixed-use barn for guest activity space and storage/maintenance workshop; new small extension to cottage barn; retrospective change of use of the cottage barn to C1 accommodation; retrospective permission for 'former greenhouse' barn for staff accommodation; and retrospective permission for 4no. garden-type sheds. Carn Nwchwn Farm, St Davids, Haverfordwest, Pembrokeshire, SA62 6QN.

The City Council considered the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area and RESOLVED to support the application.

- c. **NP/25/0537/LBA** Non-illuminated individual letters above entrance door. 11 Cross Square, St Davids, Haverfordwest, Pembrokeshire, SA62 6SE.

The City Council considered the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area and RESOLVED to support the application.

- d. **NP/25/0538/ADV** Non-illuminated individual letters above entrance door. 11 Cross Square, St Davids, Haverfordwest, Pembrokeshire, SA62 6SE.

The City Council considered the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area and RESOLVED to support the application.

- e. **NP/25/0527/HRN** Removal of hedgebank to realign coast path into fields due to coastal erosion. Field north of Whitesands Beach, St Davids.

The City Council considered the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area and 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 3 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.

Information submitted prior to this meeting - these items are for information only and do not require Council decisions - can be found in Supporting Documents:

Items for information only

- Cllr FD John reported that Porthclais has raised £3500 for Shalom charity. As Shalom is no longer in a position to accept funds, the money will be offered to St Davids Girl Guides, Brownies, and Scout Hut.
- Cllr FD John raised concerns regarding excessively bright lights at Cross Square Animal shop inconsistent with St Davids Dark Skies initiative.
- Cllr FD John raised concerns regarding rubbish accumulating outside CK's Supermarket on New Street.

- Cllr BT Price reported on closure of Shalom facility and company. Suggested letter of thanks be sent.
- Cllr BT Price reported that Oriel y Parc crossing point now has official designated crossing status.
- Cllr S Foster, as City Council's Health Board representative, confirmed that information on Shalom status will be circulated when available.
- Cllr ES Evans confirmed involvement with potential October Eisteddfod coffee morning fundraising event and enquired about Welsh cake stock surplus from August event.
- Cllr W Chant suggested that St Davids City Council use WhatsApp messaging service for working groups and community communications.

There being no further business the meeting closed at 9:20pm

Signed
Chair

Date