

**Minutes of the Monthly Meeting of the Council on Monday 1<sup>st</sup> December 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 FD John, Cllr B Lloyd, Cllr S Minas, Cllr BT Price, Cllr R Price, Cllr B Sehmi & Cllr R Thornton, with JE Foster (Deputy Clerk).

**126 Apologies for Absence:** Members were requested to inform the Clerk of any absences, in order to formally register their apologies and keep an accurate record of attendance.

- a. Apologies were received from the Clerk Simon Mann, Responsible Finance Officer Will Mann and Cllr MC Gray.

**127 Declarations of Interest:** Members were requested to declare any personal or prejudicial interests in matters on the agenda in accordance with Standing Order 7(s) and the Council's Code of Conduct. 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. Cllr Frank John declared a Personal Interest in relation to Item 9 as the item related to a family member.
- b. Cllr Frank John declared a Personal Interest in relation to Item 12 as the item related to a family member.

**128 Confirmation of Minutes:** Minute confirmation is for agreeing the accuracy of the factual record. Amendments to correct inaccuracies in names, dates, decisions, or approvals should be moved under Standing Order 16(b)(i).

- a. Monthly Meeting of Council on Monday 3 November 2025. Members requested the following amendments and to defer the item for review at the next meeting of the council:
  - i. Item 105a – to amend wording to read ‘per month until Jan/Feb 2026’
  - ii. Accounts 106 - clarity on acronym/typo SEQ in accounts
  - iii. 107c – to include £750 per month for upstairs accommodation with C£18k per year for ground floor commercial rent.
  - iv. 107di – remove the words legal advice.
- b. Meeting of Council on Monday 17 November 2025. Members requested the following amendments and to defer the item for review at the next meeting of the council:
  - i. Item 125d – to amend the title to read ‘Pricing Structure for 2026’.

**129 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. There were none.

**130 Recording of Council Meetings**

Standing Orders 7(k), 15(a) and 16 require Council consent for recording meetings and provide for secure retention of recordings. The Council previously approved recording at the Extraordinary Meeting of 16 June 2025. Professional guidance from SLCC advises that recording meetings supports accurate minutes and reduces disputes over their content. This item is directly related to Agenda Item Governance Procedures: Minute Confirmation, Matters Arising, and Any Other Business, for which One Voice Wales guidance is awaited.

- a. Members RESOLVED not to proceed with the recording of future Council meetings for the sole purpose of assisting in accurate minute verification.
- b. Members RESOLVED that in the absence of the Clerks, a recording of a meeting could be taken, however this would not be standard practice.

**131 Governance Procedures: Minute Confirmation, Matters Arising, and Any Other Business**

Following recent council meetings, questions have arisen regarding the appropriate scope and procedures for minute confirmation, the use of Matters Arising as a standard agenda item, and the management of Any Other Business items. These matters relate to compliance with good governance practice and the Council's Standing Orders.

St Davids City Council has based its Standing Orders on the One Voice Wales Model Standing Orders 2023, and guidance from established sources such as Arnold Baker's Local Council Administration indicates best practice in these areas.

The Council resolved on 3 March 2025 to limit agenda items to important council decision items only, in order to ensure that meeting time is focused on substantive council business. However, there has since been a proposal to reintroduce Matters Arising as a standard agenda item, and questions have arisen regarding what constitutes appropriate amendments to minutes during the confirmation process.

The Clerk has sought guidance from One Voice Wales on these matters, specifically:

- a. Whether Matters Arising should routinely appear as a standard agenda item.
- b. The appropriate scope of minute amendments at the confirmation stage.
- c. How requests to amend minutes should be managed to include details that were not recorded during the meeting.

One Voice Wales has been asked to provide guidance on these governance matters, with a response expected by the time of the meeting. It is proposed that the Council receives this external guidance and formally considers its approach to these procedures in light of best practice recommendations.

Response still awaited from One Voice Wales and so it was RESOLVED for the item to be deferred to the next meeting of the council.

### **132 Accounts**

- a. The Internal Audit for October 2025 was received by members. It was RESOLVED to invite the Internal Auditor to attend a meeting of the Finance Committee.
- b. The Financial Statements for November 2025 were RESOLVED to be approved.

Financial Report			November-25		
Balance @ Bank on 25-Nov-25			£151,664.03		
LGA 1972 SEC 137 25/26 £16927			LGA 1972 Sec 214 Cemetery Maintenance		
Last month's donations		£500.00	Last month's donations		£800.00
2025 / 2026	Total	£2,000.00	This months Donations		£1,400.00
Balance available		£14,927.00	Total Donations 25/26		£2,200.00
Income					
City Hall (Includes Warmspaces Grant of £3500)			£4,213		
Whitesands (Includes Café Rent (£2200)			£5,922		
Market			£500		
Office Administration		Grants - Carnival Event & Community Engagement Event		£3,000	
TOTAL			£13,635		
Expenditure			£100+ Items		
City Hall		£2,783	£2,606		
Whitesands		£7,886	£7,823		
Office & Administration		£7,996	£7,789		
Admin Staff Costs (Inc Hall Manager)		£3,114	£3,114		
Street Furniture		£395	£395		
Play Area		£0	£0		
Events		£884	£849		
Finance		£1,900	£1,800		
Market		£110	£110		
St Justinians		£0	£0		
TOTAL		£25,068	£24,486		

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS									
				MONTH			Nov-25		
Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	Justinians	Finance	Market
	Whitesands Overflow Field								
£7,306	Owners Commission	£7,306							
£6,954	Property Insurance		£6,954						
£3,114	PAYE, NI & Pensions			£3,114					
£1,005	Council Tax House								
	Replacement Christmas								
£849	lightbulbs					£849			
	Solicitor Fees (Overflow Field								
£835	Contract from 2026		£835					£800	
£800	S214 Grant								
£516	Atterdants Fees	£516							
£422	Heat & Light								
£400	S137 Grant							£400	
£400	Hall Painting								
£395	Materials For		£395						
£309	Cleaning Bryn Road Toilets								
£294	Heat & Light								
£200	S214 Grant							£200	
£200	S214 Grantt							£200	
£200	S214 Grant							£200	
£176	Caretaker Supplies								
£110	Stall Storage								£110
£24,486		£7,823	£395	£7,789	£3,114	£0	£849	£0	£1,800
		£2,606							£110

**133 Biodiversity Policy & Section 6 Reporting**

St Davids City Council achieved Bee Friendly City status in 2018, recognising the community's commitment to pollinator conservation. The Council is now adopting a revised Biodiversity Policy to reflect current practices and statutory obligations under the Environment (Wales) Act 2016, Section 6.

The Council is required to publish a Section 6 Biodiversity Report by the end of 2025 demonstrating how it is meeting its duty to maintain and enhance biodiversity.

The Council is Asked to:

- a. Adopt the revised St Davids City Council Biodiversity Policy (December 2025)
- b. Authorise publication of the Council's statutory Section 6 Environment Act Biodiversity Report by 31 December 2025
- c. Note that the Council's Bee Friendly Group, coordinated by Dr Beynon's Bug Farm in partnership with EcoDewi, continues to deliver activities contributing to the four Bee Friendly themes (homes for pollinators, food for pollinators, freedom from pesticides, community involvement)

Members RESOLVED to defer this item and to seek clarification as to what is legally required of local councils. It was further RESOLVED to request that the Clerk provides members with the current policy and highlights the changes made within the revised policy for review at the subsequent meeting of the council.

**134 Warm Spaces Project – Hall Manager Time Allocation**

St Davids City Council was awarded £3,500 grant funding from the Pembrokeshire Association for Voluntary Services (PAVS) for a Warm Spaces initiative. Running from 1 December 2025 to 31 March 2026, the project is shaped as a volunteer-led delivery model with 6-12 community members and Councillors committed to provide in-kind match funding valued at £9,360.

The Hall Manager has requested to dedicate up to 10 hours per week of her contracted hours to the project to facilitate this plan, which requires approval from the council budget (the grant cannot fund staff wages).

**Decision Required:** The Council is asked to consider for approval the Hall Manager's request to allocate up to 10 hours of her existing contracted hours per week to the Warm Spaces project for the period 1 December 2025 to 31 March 2026.

Members RESOLVED to approve the request, provided that the Hall Manager's normal duties would be given priority.

**135 Civic Reception Buffet Catering – Ratification**

Three catering quotations were sought as part of the procurement process. In consultation with the Mayor and in accordance with St Davids City Council Financial Regulations, the most competitive option was approved.

**Decision Required:** The Council is asked to ratify the expenditure for buffet catering for approximately 100 guests (Christmas hot rolls, mince pies, and mulled wine with sale and return arrangements) from Richard Davies at £9.95 per person inclusive of VAT, totalling £995.00 (£829.00 ex VAT).

Members RESOLVED to approve the quote.

**136 Senior Citizens Christmas Lunch – Councillor Attendance**

The Senior Citizens Christmas Lunch is scheduled for Wednesday 10 December 2025, with entertainment and catering arrangements confirmed.

**Decision Required:** The Council is asked to confirm councillor attendance at the Senior Citizens Christmas Lunch.

All Councillors present confirmed their attendance at the lunch, with the exception of Cllr R Price, who is unavailable to attend due to prior commitments.

**137 Community Award and Outstanding Achievement Award – Selection**

The winners of the Community Award and Outstanding Achievement Award will be presented with their awards at the Civic Reception on Friday 5 December 2025.

**Decision Required:** The Council is asked to vote on and select the recipients of the Community Award and Outstanding Achievement Award from the nominations received.

The meeting reviewed the nominees for both the Community Award 2025 and Outstanding Achievement Award 2025, and selected several winners this year due to the volume of nominees received that were deserving of the award. The winners will be invited to the Civic Reception on the 5th of December, and presented with their award.

**138 Councillor Volunteer Gardening Initiative – Insurance Coverage Confirmation**

The Council has sought confirmation of insurance coverage for a proposed community initiative where Councillors would volunteer to assist elderly residents & those with mobility challenges with light gardening work on private property. Key Points:

- a. Public Liability and Personal Accident cover confirmed for volunteer Councillors
- b. Hand tools (secateurs, shears, hand saws) are covered; battery-powered equipment requires confirmation of competency and appropriate PPA
- c. Policy excess is £250
- d. No additional premium required

- e. Recommended actions: DBS checks, written work plans with residents, risk assessments, and notification to residents' own insurers

**Decision Required:** To proceed with the initiative, subject to implementing the recommended safety and administrative measures outlined by insurers.

Members RESOLVED to defer this item and to ascertain what the Council previously decided with regards to this proposal.

#### 139 Winter Preparedness – Salt Bins

Pembrokeshire County Council has delegated responsibility for salt bin provision to Town and Community Councils. Salt bins are available at a cost of £190 per bin for supply and installation, with the county providing stock replenishment when requested. The council must also arrange for local volunteers to spread the salt.

**Decision Required:** The Council is asked to decide whether to purchase salt bins for St Davids, identify proposed locations for installation, and approve budget allocation for this purpose.

Members RESOLVED for the Clerks to liaise with Cllr Bethan Price to determine the existing salt bin locations and to ascertain where an additional bin may be required. Permission to purchase one bin at £190 was approved by members and location to be confirmed.

#### 140 Mosaic Panel Installation – City Hall: Planning Permission Application

St Davids City Council is progressing with plans to install three decorative mosaic panels as part of community art project involving local schools, the Coffee and Chat/Day Centre, and the Youth Club. Two panels will be installed on the front of City Hall, and one on the rear.

PCNPA has advised that planning permission will be required for the front elevation panels. The art installation will be classified as 'other operations' with an estimated planning application fee of £148 (50% of the normal fee of £296, applicable to Town and Community Council applications). PCNPA has recommended applying for consent for a 5-year period.

**Decision Required:** The Council is asked to approve proceeding with a 5-year temporary planning consent application for the mosaic panel installations on the front elevation of City Hall, and to authorise the submission of the formal application by the Clerk.

Members RESOLVED for the Clerk to apply for Full planning permission in lieu of 5-year temporary planning consent, subject to clarification of the feasibility and additional cost.

#### 141 City Hall Painting Project - Paint Colour for Doors

The City Hall painting project requires selection of a paint colour for the doors. Cllrs S Foster and S Minas to present colour options.

**Decision Required:** To approve the paint colour for the doors.



Members RESOLVED to defer this item to the next meeting of the City Council.

Members further RESOLVED to appoint Cllr Rhys Price and Cllr Bira Sehmi to meet with the contractor together with the Clerk to sign off the project.

#### **142 PCNPA Grant Funding for Sustainable Environmental Items – Solar Panel Application**

The Sustainable Development Fund Grant Working Group met on 24 November 2025 to discuss options for the PCNPA grant funding. The working group discussed potential applications and decided to recommend the submission of a solar panels application as a priority use of the available funding. The group have applied for this previously and believe a revised quotation addressing the original requirements would be appropriate. PCNPA has provided a verbal evaluation regarding solar panel installation if the panels are located on the rear of the building, planning permission is not required.

**Recommendation:** The Council is asked to support the application for solar panels to the PCNPA for Sustainable Development Fund Grant funding – deadline Friday 5 December, and authorise the Council's match funding requirement.

Members RESOLVED to proceed with the Solar Panel application and requested that the Clerk submits three quotes with application by the deadline of 5<sup>th</sup> December. Match funding requirement not received in time for meeting.

#### **143 Whitesands Car Park Attendant Licence – Amendments to Terms and Conditions and Tender Process**

Further to Whitesands Annual Review 17 November, Finance Committee 24 November proposed amendments to the Whitesands Car Park attendant licence terms and conditions to enable the tender process for 2026–2028 to proceed.

##### **Recommendations for Council consideration:**

- a. Tender invitations should request applicants to specify their proposed commission percentage rather than including fixed percentages, to demonstrate a more competitive process. Members are not bound to accept any tender received.
- b. Commission payments from Commercial Passes should be specifically excluded from future licence arrangements.
- c. Licence dates to be included at the foot of each page.

Members RESOLVED to approve the above recommendations (18a-c) for the 2026-2028 licence. It was further RESOLVED to pay the commission based on the NET value, instead of the GROSS value as was done previously, and to incorporate this change within the new contract.

Members requested that the following recommendations (18d-f) were to be deferred to the next meeting of the council for further discussion:

- d. Clarification of the "non-cars" commission discrepancy (agreed 20% versus historically paid 15%) to be resolved by Council regarding any potential underpayment.
- e. Council to review penalty notices and charges framework.
- f. Approval of specific wording amendments to licence Terms and Conditions paragraphs 2(c), 2(f), 5(d) and 5(f), including: replacement of commission language with "agreed (tendered) percentage"; explicit exclusion of Commercial Pass commissions; replacement of bank details (Lloyds TSB to The Post Office); and amendment of bond requirement (£500 to £1500).

Members requested to include the draft tender document on the agenda for the next meeting of the council, for review before publication.

#### **144 St Davids Memorial Playing Field – Safety Surfacing**

Works at St Davids Memorial Playing Field are progressing with all allocated funds (£39,787 including match funding of £10,851) committed. The November inspection identified that the safety matting beneath the storks nest has deteriorated and may no longer provide adequate fall height protection. Replacement has been recommended but all upgrade funds are fully allocated. A quotation for replacement matting has been obtained from Adventure Playground, with guidance on repair urgency expected before the meeting.

#### **Decision Required:**

- a. To proceed with safety surfacing replacement and identify additional funding source, or
- b. To await formal assessment from the Play Area Inspector regarding urgency of repair.

The Deputy Clerk confirmed that verbal confirmation had been received from the PCC Play Area Inspector indicating that, although the safety surfacing requires replacement, it is currently considered low risk and not an urgent requirement, allowing the Council to pursue additional funding if necessary.

Members RESOLVED for the Deputy Clerk to seek additional grant funding to cover the surfacing repairs.

#### **145 Welsh Blood Service – St Davids Venue Assessment Update**

Following the Council meeting on 6 October 2025, the Clerk has been pursuing discussions with the Welsh Blood Service regarding the return of blood donation clinics to St Davids. A

follow-up email has been sent to the Welsh Blood Service requesting an update on the venue assessments, with a response anticipated by the time of this meeting.

The Mayor confirmed that an update from the Welsh Blood Service had been received and that risk assessments of the proposed venues would be undertaken in January 2026. Further updates would be provided in due course.

#### **146 Future of Shalom and Opportunities for Retention as Health Care Facility**

Update from Cllr S Foster on conversations regarding the future use of Shalom House and changes to Health Board membership. Cllr Foster confirmed that the health facility at Shalom would remain open until end of December.

**Proposal:** Confirmation of Council support that Cllr Foster and Mr Richard Hayward meet with Trustees to explore options for retaining the facility as a healthcare resource for the Peninsula. Members unanimously RESOLVED to support the proposal.

#### **147 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 be conducted during the bathing season (15 May - 30 September) to record bather numbers on multiple days across various months, particularly during peak times. The survey requirements 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. Organised events and group swims cannot be included in the survey data. The Clerk contacted Porthclais Harbour kiosk operatives requesting their assistance; however, they are unable to conduct the survey due to their location away from the harbour. With the 2026 bathing season approaching (15 May - 30 September 2026), it is essential to secure volunteers well in advance to ensure adequate survey data can be collected.

**Decision Required:** Council to determine next steps, including whether to promote the initiative within the St Davids community to request volunteers to undertake the user survey for the 2026 bathing season as per Welsh Government requirements.

Members RESOLVED to defer the item, pending further clarification about what data is required and how often it should be collected. Recommendation from members that the Clerk liaises with the Porthclais Harbour Authority to assist with the data collection.

**148 Market Fees 2026**

Market Committee members to present recommendations for Council consideration:

- a. Market Stall Holder Fee – Stall hire fee of £25 per week for 2025 Season.

Members RESOLVED to endorse the market committee's recommendation for the stall hire fees to remain at £25 per week for the 2026 season.

- b. Market Manager Fee – Market Stall Manager fee of £150 per week for the 2025 Season.

Members RESOLVED to endorse the market committee's recommendation for the Market Stall Manager fee to remain at £150 per week for the 2026 season. Members further RESOLVED to endorse the recommendation that there be an exception for when the market stalls are hired out to external businesses, that the Market Stall Manager has permission to negotiate a fee or hourly rate on the basis that a job may incur a significant amount of additional working hours and travel in comparison to the standard market setup.

**149 Porthmawr Surf Lifesaving Championship 2026**

Cllr BT Price to present on the August 2026 Porthmawr Surf Lifesaving Championship to be held at Whitesands.

**Council to consider:** Approval of event planning approach and identification of any support or resources needed.

Members RESOLVED to support the event and agreed for the Clerk to notify the Car Park Attendant of the upcoming event at the start of the season.

**150 Royal Mail Postbox Collection Information**

Cllr S Foster to present concerns regarding missing or outdated collection information on St Davids postboxes and liaison with Royal Mail.

**Council to consider:** Engagement with Royal Mail and identifying any council support needed to resolve the issue.

Members RESOLVED to approve for the Clerk to contact the Royal Mail.

**151 St Davids - Matsieng Lesotho Twinning Link**

Receipt of retirement notification from Mr Christopher Taylor, Chairman of the St Davids - Matsieng Lesotho Twinning Link, following 18 years of service to the civic partnership. It was RESOLVED to write a letter of thanks to Mr Taylor.

**152 Planning:** <https://planning.agileapplications.co.uk/pcnpa/search-applications/>

- a. **NP/25/0392/FUL** – Llandruidion Development Planning Application

Residents of Llandruidion have submitted objections to a revised planning application (NP/25/0392/FUL) for residential development at Upper House, SA62 6UG. The application proposes 5 new residential properties (reduced from 7 in the previous application NP/24/0551/FUL, which was withdrawn in February 2025). Key Issues Raised:

- i. Residents contend that the development would significantly impact the hamlet's infrastructure, particularly the single-track lane serving the 8 properties. They report no prior consultation with current residents before the Council's previous decision to support the original application.

**Decision Required:** To consider whether any councillors wish to visit Llandruidion before the Council votes on whether to support this revised application, and determine the basis for any Council decision regarding the new proposal.

Members were concerned with the scale, and overdevelopment of the site and the impact it would have on the area. Issues raised included the increased traffic on a small single track road, limited space for parking and insufficient infrastructure.

The City Council considered that the proposal was deemed likely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to refuse to support the application.

- b. **NP/25/0650/FUL** Single storey extensions to north, south & west elevations & erection of a garden building for home gym use. 9 Augusta Way, St Davids, Haverfordwest, Pembrokeshire, SA62 6NQ

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

- Further to the last meeting, Cllr BT Price raised matters relating to the risk assessments of the painting of the exterior of the City Hall.

- Cllr R Price and Cllr W Chant requested an update with regards to the Council's appeal on the boundary changes to Llandruidion/Nine Wells.
- Cllr Evans asked about the condition and location of the overhead Nadolig Llawen sign that is usually displayed adjacent to the St Davids Memorial Playing Field.
- Cllr BT Price reminded the Deputy Clerk that the Councillor contact details were still missing from the Solva and St Davids news.
- Cllr FD John asked whether the Council would be required to have a new box for the base of the Christmas tree on the Cross Square, for health and safety reasons.
- Cllr Thornton enquired about the newsletter, number of printed copies, and following the recent survey, whether there were sufficient number of volunteers for delivery within St Davids.
- Cllr Evans requested an update on the PCC VOA appeal.
- Cllr Evans enquired about the publication of rent received from the tenants at Whitesands café, and whether this is published on the council website.

There being no further business the meeting closed at 9:10pm

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

Chair