

To the Members of St Davids City Council

13 May 2026

Dear Member,

You are hereby summoned to attend a meeting of St Davids City Council, convened by the Mayor-Elect, Councillor S Foster, to be held in the Memorial Hall, High Street, St Davids on Monday 18 May 2026 at 7.00pm for the transaction of the business set out in the agenda below.

Yours faithfully,



S. Mann Clerk

AGENDA

Monthly Meeting of the Council on Monday 18 May 2026 in the Memorial Hall at 7.00pm

Members of the public wishing to attend on a remote basis should notify the Clerk to the Council in advance so that guidance can be provided on how to attend the meeting.

- 1 Apologies for Absence:** Elected members summoned to this meeting who cannot attend must notify the Clerk in advance. Apologies are formally recorded in the minutes with reasons given and approved by the Council, as required by Standing Order 4 and the Local Government Act 1972. The attendance or absence of council officers is recorded in the minutes but does not require formal approval, as officers are not summoned under statutory requirements.
- 2 Declarations of Interest:** Members are 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.
- 3 Confirmation of Minutes:** Minute confirmation is for agreeing that the minutes accurately record the decisions (resolutions) made at the meeting. Amendments to correct any inaccuracy in the draft minutes (including grammatical errors, typos, numbering errors, incorrect recording of decisions, or other errors) must be moved as a motion under Standing Order 14(a)(i).
 - a. Monthly Meeting of Council on Monday 13 April 2026: <https://stdavids.gov.uk/wp-content/uploads/2026/05/April-13th-2026-Minutes.pdf>
- 4 Matters Arising from Monthly Meeting Minutes - Monday 13 April 2026:**

Progress updates will be presented at the meeting. In accordance with best practice governance procedure, Matters Arising is intended to report progress on previously recorded matters only. Any matters requiring formal Council decisions will be included as separate agenda items.

5 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.

6 Whitesands Car Park - Management of Commercial Parking Permits

Further to Minute 255 of 13 April 2026, the Clerk has corresponded with the PCNPA Senior Planning Enforcement Officer seeking clarification on:

- a. whether planning permission is required for the overnight parking of commercial trailers at Whitesands Car Park; and
- b. the specific permitted legal arrangement for trading in the car park, with particular regard to the definition of trading. A response from PCNPA is awaited.

Decision Required: That the Council notes the above and instructs the Clerk to report any further response received from PCNPA.

7 Deep Space Advanced Radar Capability (DARC) - Cawdor Barracks: Pembrokeshire County Council Planning Application [PCC Planning Portal - Cawdor Barracks Radar](#)

St Davids City Council submitted a formal objection to the MOD's statutory pre-application consultation by the 23 March 2026 deadline (Min. 244). PCC is now conducting a separate planning application consultation in respect of the same proposal, closing 20 May 2026.

Decision Required: To consider whether to submit a formal representation to PCC in respect of the DARC planning application, and if so, to authorise the Clerk to submit such a representation before the 20 May 2026 closing date.

8 Accounts

- a. Internal Audit - March 2026 **REFERENCE 1**
- b. Financial Statements - April 2026

Financial Report

April-26

Balance @ Bank on 30-Apr-26 £144,773.55

LGA 1972 SEC 137 25/26 £17690		
Last month's donations		£1,000.00
2026 / 2027	Total	£1,000.00
Balance available		£16,690.00

LGA 1972 Sec 214 Cemetery Maintenance	
Last month's donations	£0.00
Total Donations 26/27	£0.00

Income

City Hall	£420
Whitesands (Includes Café Rent)	£24,867
Finance	£36,000
Events	£70

TOTAL £61,357

Expenditure

£100+ Items

City Hall	£4,215	£3,848
Whitesands	£8,649	£8,451
Office & Administration	£8,047	£7,695
Admin Staff Costs (Inc Hall Manager)	£8,538	£8,538
Street Furniture	£250	£147
Play Area	£0	£0
Events	£38	£0
Finance	£1,396	£1,335
Market	£710	£710
St Justinians	£1,130	£1,130
TOTAL	£32,973	£31,854

Addendum of Items of £100 plus Value is Attached

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS

MONTH

Apr-26

White	Office	Admin	Play	St					
Hall	Sands	St F'ture	Admin	Staff	Area	Events	Justinians	Finance	Market

£5,633	Library Contribution			£5,633					
£3,522	Non Domestic Rates		£3,522						
£8,538	Salaries & pensions including PAYE & NI			£8,538					
£1,456	Attendants Fees		£1,456						
£1,301	Attendants Fee		£1,301						
£1,130	Portaloos Provision						£1,130		
£1,071	Council Tax House	£1,071							
£1,000	S137 Donation							£1,000	
£978	Software Annual subscription			£978					
£903	Heat & Light	£903							
£833	Refund of Commercial Pass Charge		£833						
£763	Attendants Fees		£763						
£720	Non Domestic Rates Hall	£720							
£577	Attendants Fees		£577						
£452	April Newsletter			£452					
£425	Warm Spaces Project	£425							
£410	Pest control 26/27	£410							
£335	Card Payment Provider Charges							£335	
£253	Photocopier Billing			£253					
£160	"Poo" Bags			£160					

		White Hall	Sands	St F'ture	Office Admin	Admin Staff	Play Area	Events	St Justinian s	Finance	Market
£150	Attendants, Fee										£150
£150	Attendants, Fees										£150
£150	Attendants, Fee										£150
£150	Attendants, Fees										£150
£147	Charges, Fountain			£147							
£116	Internet & Server				£116						
£110	Market Stall storage										£110
£108	Caretaking Supplies	£108									
£108	Charges	£108									
£103	Heat & Light	£103									
£102	Telephone				£102						
£31,854		£3,848	£8,451	£147	£7,695	£8,538	£0	£0	£1,130	£1,335	£710

9 Maes Glasfryn - Legal Instruction and Authorisation of Expenditure (JCP Solicitors)

Further to the Council's resolution to obtain legal advice as a condition of progressing the Maes Glasfryn proposal, the Clerk has undertaken pre-consultation with the Rural Affairs specialist at JCP and has requested a formal letter of engagement in accordance with the Council's Financial Regulations, which is anticipated to be received prior to the meeting. The work is estimated at approximately 10 hours at a projected cost of around £2,000 excluding VAT. Under FR 5.12, competitive tendering is not required for specialist legal services; however, a Council resolution is required under FR 5.15 before the instruction can be formally confirmed.

Decision Required: Council is asked to authorise the instruction of JCP Solicitors in connection with the Maes Glasfryn proposal at an estimated cost of approximately £2,000 excluding VAT, subject to receipt of a satisfactory letter of engagement.

10 Caerfarchell Village Green: Management Proposals **REFERENCE 2.1 / 2.2 / 2.3**

Caerfarchell Village Green (Register Unit VG 22) is owned and maintained by the Council. As registered landowner the Council has a duty to ensure the green remains accessible and available for public recreational use.

Two proposals for the management of the green are attached as reference documents: the EcoDewi mowing proposal of May 2025, which updates the EcoDewi proposal first considered by the Council at its meeting of 13 May 2024, setting out a long-term annual mowing regime; and the resident sketch proposal of May 2026, indicating immediate path and perimeter mowing for the current season. The 2023 resident consultation is also attached as background context.

Decision Required: Members are asked to:

- c. Approve the two proposals as the basis for the management of the green for the 2026 season.
- d. Consent, as landowner, to two residents carrying out a hay cut in late June or early July 2026.

11 City Hall Solar Panel Installation - Scaffolding

The solar panel installation at City Hall is due to commence on 15 June 2026. Scaffolding is required to facilitate the works and two competitive estimates have been obtained.

Decision Required: Council is asked to approve the appointment of a scaffolding contractor and authorise the Clerk to issue the official order accordingly.

12 Cross Square Trip Hazards - Remedial Works Quotation

Trip hazards in Cross Square have been identified as requiring remedial action (Min. 179f). A contractor quotation has been sought and is anticipated to be received prior to the meeting.

Decision Required: To consider the quotation and, if approved, to authorise the Clerk to instruct the contractor to proceed with the remedial works.

13 St Davids Tithe Map REFERENCE 3

In March 2024 the council resolved to arrange the transfer of the tithe map and associated archive documents to the Pembrokeshire Archives Centre in Haverfordwest. Progress has been delayed and the council is invited to complete this process in collaboration with St Davids Cathedral Library Development Officer, Mari James.

Decision required: To approve the transfer of the tithe map and associated archive documents to the Pembrokeshire Archives Centre for long-term storage in a climate-controlled environment and for digitisation, with a view to making digital copies available for public display in St Davids City Hall.

14 St Davids RFC – Waun Fawr Playing Fields REFERENCE 4

A letter has been received from Les James, Co-President of St Davids RFC, requesting financial assistance or support in identifying funding opportunities to restore the Waun Fawr Playing Fields to a safe and playable standard. The club has maintained the council-owned fields for

many years but reports that the pitch has deteriorated significantly and now requires professional investment.

Decision Required: Members are asked to consider whether the Council is able to provide financial assistance, or to explore possible funding opportunities, to support the necessary improvement works at Waun Fawr Playing Fields.

15 Community Group Updates as Standing Agenda Items

Cllr FD John has requested that the Council reinstates regular updates from community groups (e.g. School Governor Report, County Councillor Report) as standing agenda items. This request is noted in the context of the Council's resolution of 3 March 2025, which resolved to limit agenda items to matters requiring a Council decision, thereby reducing meeting time devoted to non-decision items such as updates and reports. That resolution is retained as a standing advisory notice within the Any Other Business item at each meeting, and directs that updates and information-only reports be submitted to the Clerk prior to meetings.

Decision Required: To consider Cllr FD John's request and resolve either (a) to reinstate community group updates as standing agenda items, or (b) to reaffirm the 3 March 2025 resolution and confirm that such updates should continue to be submitted to the Clerk for inclusion in Supporting Documents, in accordance with current policy.

16 Tea and Talk - Use of Memorial Hall REFERENCE 5

Following the conclusion of the Warm Hub on 15 April 2026, the Hall Manager established Tea and Talk - a community social initiative held on Thursday mornings, 9.30-11.30, to maintain community connection and prevent loneliness. Sessions are run voluntarily, funded entirely by donations. The Hall Manager is now seeking the Council's formal approval to use the Memorial Hall free of charge for these sessions on an ongoing basis.

Decision Required: To consider whether to grant use of the Memorial Hall free of charge for Tea and Talk on Thursday mornings, 9.30-11.30.

17 Eisteddfod y Garreg Las 2026: Letter of Thanks REFERENCE 6

A letter of thanks has been received from Peter Rees, Appeal Committee Chairman, on behalf of the St Davids Peninsula and District Appeal Committee, acknowledging the Council's donation of £1,000 to the local fund for Eisteddfod y Garreg Las 2026 (1–8 August 2026). The donation contributed to the area's achieved target of £18,000. The Council's support will be recognised in the official Eisteddfod programme.

Decision Required: To note the letter of thanks.

18 Planning (PCNPA): <https://planning.agileapplications.co.uk/pcnpa/search-applications/>

- c. NP/26/0176/FUL Retrospective solar PV on existing shed. Celtic Camping, Pwllcaerog, Berea, Haverfordwest, Pembrokeshire, SA62 6DG.
- d. NP/26/0158/FUL Reconstruction of rear garden walls to south and east sides. 44, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SD.
- e. NP/26/0159/LBA Reconstruction of rear garden walls to south and east sides. 44, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SD.
- f. NP/26/0183/FUL Amendments to Holiday Occupancy from Extant Permission NP/16/0402/FUL & NP/22/0246/S73 To Allow Completed Units Ty Twt, Ty Cornel & Ty Hir to be Hybrid of C3, C5 or C6 Use (Un-converted Unit to Remain as Holiday Use). Rhoscribed, Ffordd Porth Clais, St Davids, Haverfordwest, Pembrokeshire, SA62 6RR.
- g. NP/26/0196/FUL Proposed New roof coverings, installation of integrated PV Panels and reopening existing pedestrian opening in existing wall onto pavement. Old Cross Hotel, Old Cross Hotel, Cross Square, St Davids, Haverfordwest, Pembrokeshire, SA62 6SP.
- h. NP/26/0192/FUL Change of use of part of field to provide garden extension to existing dwelling. Awelfor, Berea, Haverfordwest, Pembrokeshire, SA62 6DL.
- i. NP/26/0234/LBA Alterations and extensions to house and outbuilding. 19, Manor House, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SB.

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
- Items for the next agenda