

**Minutes of the Monthly Meeting of the Council on Monday 18 May 2026 in the Memorial Hall at 7.50pm**

**Present:** Mayor Cllr S Foster, Deputy Mayor Cllr DJ Griffiths, Cllr W Chant, Cllr ES Evans, Cllr MC Gray, Cllr FD John, Cllr B Lloyd (left the meeting at 8.40pm), Cllr BT Price, Cllr R Price, Cllr BS Sehmi, and Cllr RJ Thornton; and officers S Mann (Clerk), JE Foster (Deputy Clerk), and W Mann (RFO).

**1 Apologies for Absence:**

- a. RESOLVED: That apologies from Cllr S Minas be accepted and approved.

**2 Declarations of Interest:**

- a. Cllr MC Gray declared a prejudicial interest in item 9 (Maes Glasfryn).
- b. Cllr R Price declared a personal interest in item 14 (St Davids RFC - Waun Fawr Playing Fields).
- c. Cllr BT Price declared a personal interest in Item 18a. (NP/26/0176/FUL).

**3 Confirmation of Minutes:**

- a. A motion was moved under Standing Order 14(a)(i) to amend the Minutes of the Monthly Meeting of 13 April 2026 as follows: that Minute 274 be amended to confirm that the arrangement whereby Councillors and their spouses, family members, or guests pay for themselves applies to all future civic dinners; that Minute 255 notes that future Whitesands commercial pass conditions should be clear and enforceable; that Minute 262 notes that a community member be invited to present a formal Post Office proposal at a future meeting; and that the Any Other Business section include the appreciation expressed by community members regarding the cleanliness of City Hall.

RESOLVED that the amendments be approved and that the Minutes of the Monthly Meeting of 13 April 2026 be confirmed as a correct record as so amended, in accordance with Standing Order 16(c).

**4 Matters Arising from Monthly Meeting Minutes - Monday 13 April 2026:**

- a. St Justinians Toilet Provision - PBOA (Min. 249) - Mayor approved the Council's financial contribution under delegated authority. Full cost to Council confirmed at £4,305 for the 2026 season. Completed.
- b. Dolen Cymru Heritage Project - St Davids and Matsieng (Min. 258) - Clerk instructed to respond confirming Council's support and nominated Councillor participants. A group from Lesotho, including two children and their teacher, will visit St Davids from 30 June to 5 July 2026. A welcome reception has been arranged in the Memorial Hall on the morning of Tuesday 30 June 2026 at 9.00am, lasting approximately 1-1.5 hours, with available Councillors in attendance. Hall booked.

- c. Retirement of Headmistress, Ysgol Penrhyn Dewi - Presentation of City Council Shield (Min. 259) - Mrs Rachael Thomas has requested to attend the Monthly Meeting on 1 June 2026 to address the Council.
- d. Whitesands Beach Car Park - Civil Parking Enforcement (Min. 261) - Council resolved not to proceed to a meeting with PCC's Public Realm Manager. Completed.
- e. Post Office Trading Hours - CK Foodstores (Min. 262) - Clerk instructed to write formally to CK Foodstores to request written confirmation of days and hours of operation and a guarantee against further reductions; to request information on the proposed drop-off locker service; to explore feasibility of alternative Post Office provision; and to gather community feedback. Formal response awaited.
- f. Welsh Ambulance Service - First Responder Provision (Min. 263) - Insurance query referred to Hiscox for formal consideration; information forwarded to WAST manager via John Morgan. Response from WAST awaited.
- g. Welsh Blood Service - Venue for Blood Donation Sessions (Min. 264) - Clerk instructed to respond suggesting a review of St Davids Assemblies as a possible venue. Welsh Blood Service Planning department has responded confirming they are actively pursuing suitable venues in St Davids, including St Davids Assemblies, St Davids Sports Hall and Tŷr y Felin Hotel, and will be securing risk assessments accordingly.
- h. Swimming Pool Provision (Min. 265) - Clerk instructed to respond to the resident confirming the Council's position and support for the initiative. Completed.
- i. St Davids Open Gardens 2026 - Market in Cross Square (Min. 266) - Market in Cross Square approved for 13-14 June 2026; three stalls reserved for nominated beneficiaries. Arrangements confirmed.
- j. Christmas Lights Fixings - City Hall (Min. 269) - Site visit arranged with contractor and light fittings sought.
- k. St Davids Bowls Club - Shed Replacement (Min. 270) - Council approval granted for the club to proceed with seeking external funding and replacing the shed. Completed.
- l. Newsletter - Printing Issue (Min. 272) - Clerk to verify that the printing company reimburses the Council for the blanked-out pages in the March 2026 edition. Council's instruction forwarded for verification.
- m. Warm Spaces Grant Funding (Any Other Business) - PAVS requested a return of £1,321.93 unspent funding out of the £3,500 award; this has been processed. Completed.

- 5 Public Representations:** A community member attended to address the Council regarding the management of Caerfarchell Village Green (Register Unit VG 22), the background to the community consultation of 2023, and the two proposals before the Council under item 10. The community member explained that the community consultation had confirmed mixed preferences between a fully mown green and a managed meadow, and that considerable work by Eco Dewi had resulted in the two proposals now presented. She also noted that the community had agreed to the compromise position reflected in the proposals. She confirmed cost concerns had been raised, which had partly influenced the simplified Proposal 2. The community member and a neighbour offered to carry out the first hay cut at no cost to the Council.

The community member was thanked and the matter was considered under item 10.

**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 was awaited.

In addition, the commercial trailer belonging to a refunded Commercial Pass holder remained on site despite the Council having refunded the commercial parking fee in good faith. The Council discussed appropriate action.

RESOLVED: To instruct the Clerk to write and hand deliver a letter from the City Council to inform the refunded Commercial Pass holder that they will be charged the daily rate of £6.50 from the date of the hand delivered letter from the City Council. The Clerk is also instructed to report any further response received from PCNPA.

**7 Deep Space Advanced Radar Capability (DARC) - Cawdor Barracks: Pembrokeshire County Council Planning Application**

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.

RESOLVED: To authorise the Clerk to submit a formal letter of objection to PCC in respect of the DARC planning application at Cawdor Barracks before the 20 May 2026 closing date, reiterating the concerns set out in the Council's previous representation.

**8 Accounts**

- a. RESOLVED: To approve the Internal Audit report for March 2026.

- b. RESOLVED: To approve the Financial Statements for April 2026.

The RFO confirmed that outstanding queries would be responded to in writing.

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**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

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**ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS**

MONTH

Apr-26

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



## **9 Maes Glasfryn - Legal Instruction and Authorisation of Expenditure**

Further to the Council's resolution to obtain legal advice as a condition of progressing the Maes Glasfryn proposal, the Clerk had undertaken pre-consultation with the Council's solicitor and had requested a formal letter of engagement in accordance with the Council's Financial Regulations. The work was 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.

DEFERRED: The instruction of a solicitor was not approved at this time. The item was deferred pending receipt of further information, including details of solicitors' fees. The Clerk is instructed to gather all relevant information and bring the item back to the ordinary meeting of 1 June 2026.

## **10 Caerfarchell Village Green: Management Proposals**

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.

RESOLVED:

- a. The Council approved Proposal 2 (resident's simplified proposal) as the management basis for the 2026 season.

- b. The Council consented, as landowner, to two community members carrying out a hay cut in late June or early July 2026 at no cost to the Council, with bales to be donated to the Farms for City Children project as in 2025. Thanks were recorded to be sent to the residents for their generous proposal.
- c. The Council agreed to work, during 2026, towards approving Proposal 1 (Eco Dewi plan) as the basis for long-term management from 2027.

#### **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.

RESOLVED: That a scaffolding contractor be appointed at £1,850, subject to Electrify Wales confirming that the contractor tasked with the required works meets their full approval and technical specifications.

#### **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.

DEFERRED: The item was deferred to the ordinary meeting of 1 June 2026, pending receipt of the contractor's quotation. The Clerk was also asked to bring a recommendation on the long-term condition of the works, noting there may be little value in short-term remediation if comprehensive replacement would be required in the near future.

#### **13 St Davids Tithe Map and Historic Documents**

In March 2024 the Council resolved to transfer the St Davids Tithe Map and schedules to Pembrokeshire Archives, having already engaged with Claire Orr, Manager of Pembrokeshire County Archives, regarding the collection. The Council further resolved for Cllr RJ Thornton, as an active member of the St Davids and Dewisland Historical Society, to liaise with the Clerk regarding any other documents held by the Council that might be transferred in future. Cllr Thornton has since undertaken a thorough review of the archive documents held in the Council Chamber in coordination with the Historical Society. Mari James, Library Development Officer at St Davids Cathedral Library, has since visited the Council Chamber and, in a letter to the Clerk dated 12 May 2026, noted that significant advances in digitisation technology in recent years could now greatly assist the Council in making the collection publicly accessible, including the possibility of displaying life-size digital copies of the maps in the City Hall. She also noted that grant funding may be available through the National Manuscripts Conservation Trust.

RESOLVED: The Clerk to progress the transfer of the Tithe Map and schedules to Pembrokeshire Archives in liaison with Claire Orr, and to explore with Mari James the digitisation and grant funding opportunities identified in her letter of 12 May 2026. The Clerk to write to Mari James expressing the Council's sincere thanks for her considerable efforts and the detail of her report of 12 May 2026.

#### **14 St Davids RFC - Waun Fawr Playing Fields**

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.

RESOLVED: The Council and St Davids RFC to collaborate regarding the restoration and improvement of the playing surface at Waun Fawr Playing Fields. Cllr R Price to liaise with St Davids RFC on this matter. Grant funding options to be explored, with St Davids RFC submitting a grant application to support coverage of the costs, noting that as a registered sports provider the RFC is better positioned than the Council to access sports-specific funding streams.

#### **15 Community Group Updates as Standing Agenda Items**

The Council considered whether to reinstate regular reports from members representing the Council as a standing agenda item. This was 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 has been 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. Discussion noted that the loss of regular updates had reduced community connection and the flow of information within the Council.

RESOLVED: A standing agenda item entitled Reports from Members Representing the Council be included on future meeting agendas. Members and representatives who have a report to present may use this agenda item as the opportunity to do so.

#### **16 Tea and Talk - Use of Memorial Hall**

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.

RESOLVED: The use of the Memorial Hall free of charge for Tea and Talk on Thursday mornings, 9.30-11.30, was approved on an ongoing basis, subject to no other bookings in the Memorial Hall taking precedence.

#### **17 Eisteddfod y Garreg Las 2026: Letter of Thanks**

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.

RESOLVED: The letter of thanks from Eisteddfod y Garreg Las 2026 was noted.

#### **18 Planning (PCNPA):**

- a. NP/26/0176/FUL Retrospective solar PV on existing shed. Celtic Camping, Pwllcaerog, Berea, Haverfordwest, Pembrokeshire, SA62 6DG. 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/26/0158/FUL Reconstruction of rear garden walls to south and east sides. 44, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SD. 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/26/0159/LBA Reconstruction of rear garden walls to south and east sides. 44, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SD. 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.
- d. 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. The City Council considered the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. The Council resolved to raise concerns regarding the C5 (second home) use class element of the application. RESOLVED to support the application whilst raising concerns in respect of the C5 (second home) use class element.
- e. 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. 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/26/0192/FUL Change of use of part of field to provide garden extension to existing dwelling. Awelfor, Berea, Haverfordwest, Pembrokeshire, SA62 6DL. 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.
- g. NP/26/0234/LBA Alterations and extensions to house and outbuilding. 19, Manor House, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SB. 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 raised the issue of the Glasfryn residence reservoir running out, noting it is located adjacent to the new housing development on Glasfryn Road. Cllr Gray suggested the Council write to Dŵr Cymru requesting an explanation. The Clerk to place on the agenda for the next meeting.
- Cllr FD John noted that the Cross Square tap requires attention as it is too tight, causing difficulty for WI flower display arrangers who need access to it.
- Cllr R Price requested an update on the Pembrokeshire Painter. The Clerk confirmed an update had been received and undertook to keep the Council updated.
- Cllr ES Evans queried whether the presentation of the Council Shield and Whitesands Pass, as previously resolved, would be a separate event to the Matters Arising 13 April Minutes confirming that the retiring Headmistress of Ysgol Penrhyn Dewi has requested to address the Council at its meeting of 1 June 2026. The meeting confirmed that the presentation will be arranged as a separate event at a date to be confirmed.
- Cllr ES Evans requested that Matters Arising from the Minutes be included in agenda documents issued with the summons prior to meetings.
- Cllr BS Sehmi noted that a framed record of the Opening Ceremony of St Davids Fire Station, together with the ceremonial opening key, had been recently donated to the Council. Cllr Sehmi requested that the item and their future display and safekeeping be included as an item on the agenda for the next meeting.

There being no further business the meeting closed at 9.15pm

Signed .....  
Chair

Date .....

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