

**Minutes of the Monthly Meeting of the Council on Monday 1 June 2026 in the Council Chamber at 7.00pm**

**Present:** Mayor Cllr S Foster, Cllr W Chant, Cllr ES Evans, Cllr MC Gray, Cllr FD John, Cllr B Lloyd (left the meeting at 9.05pm), Cllr BT Price, Cllr R Price, Cllr BS Sehmi, and Cllr RJ Thornton; and officers S Mann (Clerk), and W Mann (RFO).

**19 Apologies for Absence:**

- a. RESOLVED: That apologies from Cllr DJ Griffiths be accepted and approved.

Note: Item ordering was amended at the commencement of the meeting; item 25 (Address to Council) was taken first, followed by items in the order listed below.

**20 Declarations of Interest:**

- a. No declarations of interest were made.

**21 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. Annual Meeting of Council on Monday 18 May 2026: A motion was moved under Standing Order 14(a)(i) to amend the Draft Minutes of the Annual Meeting of 18 May 2026 as follows: that the minutes reflect the omission of Cllr RJ Thornton from the record of representatives on the Tourist and Trade Association (item 10); and that typographical errors, including erroneous brackets, be corrected throughout.

RESOLVED: That the amendments be approved and that the Minutes of the Annual Meeting of 18 May 2026 be confirmed as a correct record as so amended, in accordance with Standing Order 16(c).

- b. Monthly Meeting of Council on Monday 18 May 2026: A motion was moved under Standing Order 14(a)(i) to amend the Draft Minutes of the Monthly Meeting of 18 May 2026 as follows: that the record of the confirmation of the Minutes of 13 April 2026 (Minute 262) be amended to note also that a community member be invited to present Post Office and Community Banking Hub proposals at a future meeting; that Minute 267 be amended to note that a number of councillors abstained from the vote on the Oriely Parc matter due to connections with the groups concerned.

RESOLVED: That the amendments be approved and that the Minutes of the Monthly Meeting of 18 May 2026 be confirmed as a correct record as so amended, in accordance with Standing Order 16(c). The matter of Dŵr Cymru / Welsh Water and any Council response to be placed on the July agenda.

**22 Matters Arising from Monthly Meeting Minutes - Monday 18 May 2026:** *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.*

- a. **Whitesands Car Park - Management of Commercial Parking Permits** - PCNPA response to commercial trailer/trading query awaited. Trailer belonging to the refunded Commercial Pass holder removed from Whitesands Car Park 20 May. The planning enforcement officer has been reported as conducting a site visit.
- b. **Deep Space Advanced Radar Capability (DARC) - Cawdor Barracks: PCC Planning Application** - Formal objection submitted to PCC 19 May. Completed.

- c. **Accounts - RFO Outstanding Queries** - RFO written response sent 19 May. Completed.
- d. **Maes Glasfryn - Legal Instruction** - Deferred from the 18 May 2026. All parties have been corresponding with regard to progressing the matter since the 18 May meeting, however no substantive update is available at this stage and accordingly this item is not included on the agenda for the 1 June 2026 meeting.
- e. **Caerfarchell Village Green - Management Proposals** - Decision confirmed and community member volunteers notified; hay cut and long-term management plan progressed.
- f. **City Hall Solar Panel Installation - Scaffolding** - Scaffolding contractor (Lewis Scaffolding) appointed at a cost of £1,850. Completed.
- g. **St Davids Tithe Map and Historic Documents** - Transfer to Pembrokeshire Archives and digitisation/grant funding opportunities progressed 22 May.
- h. **St Davids RFC - Waun Fawr Playing Fields** - Letter sent to Les James (Co-President, St Davids RFC) confirming Council's decision and collaborative approach 22 May.
- i. **Eisteddfod y Garreg Las 2026 - Letter of Thanks** - Letter of thanks noted. Completed.

### **23 Mayor's Announcements and Reports from Members Representing the Council**

*The Mayor may make announcements on any relevant matters, correspondence received, or progress on previously resolved items. Members who represent the Council on any outside body, group, or organisation and who have a report to present may also do so under this item. This item is for information only. In the interests of transparency and public notice, no decisions may be taken under this item; any matter requiring a formal Council decision must be submitted to the Proper Officer and listed as a separate agenda item in accordance with Standing Orders 13(b) and 19(1)(d).* The Mayor, Cllr S Foster, reported as follows:

- a. Five One Voice Wales training modules have been completed, with a sixth (Council as an Employer) scheduled for the following evening.
- b. A number of events have been attended, including the music festival and the 10th anniversary celebration of Twr y Felin Garden party.
- c. Members were reminded of the People's Emergency Briefing at Solva Memorial Hall on Wednesday 10 June 2026.
- d. A clear-out and sort-out of the balcony and chamber is planned; councillors to be consulted before any significant disposal. Christmas Tree Association items on the balcony are not to be touched. The Day Centre metal cupboard to be the subject of a formal letter requesting its removal. The Clerk to arrange.
- e. One Voice Wales workload assessment forms all completed and sent to assessor; a report is anticipated by the end of the June.
- f. Civic Service date confirmed for Sunday 6 September 2026; liaison with the Cathedral confirmed.
- g. Receptions upcoming: Milford Haven, Fishguard and Goodwick; the Lesotho group's welcome reception at the Memorial Hall on Tuesday 30 June 2026.
- h. Initial plans for the funding application for No. 18 High Street have been received; working group to meet the following week to review and agree any amendments before submission.
- i. A grant opportunity for a community consultation event has been brought to the Mayor's attention. The Clerk to follow up.

Cllr RJ Thornton reported:

- j. A new Headteacher has been appointed at Ysgol Penrhyn Dewi: Mr Sion Mason-Evans.

- k. Year 6 anti-speeding and idling posters to be progressed at the next meeting.

Cllr B Lloyd reported:

- l. St Davids Scout Hut charity status awarded: to be placed on the next agenda.

Cllr BT Price (County Councillor) reported:

- m. Pembrokeshire committee meeting on 18 June 2026; Day Centre matters.
- n. Tour of Pembrokeshire: no road closure currently in place for Sunday; however, a road closure has been confirmed for Newgale Hill for four days from Monday 22 June 2026, between 07.30 and 17.00, for resurfacing works. Affected businesses and community members are invited to raise objections. Cllr Price to respond as County Councillor.
- o. Clinical Services Plan - Stroke Services Phase 2 consultation: City Hall, 22 June 2026.
- p. Reported other matters in capacity as County Councillor.

Cllr W Chant reported:

- q. St Justinians: in the process of purchasing field to progress planning application for the old slipway. A regular trading pattern with less tidal restriction hoped for in due course.

#### **24 Public Representations:**

- a. No public representations were received.

#### **25 Address to Council - Mrs Rachael Thomas, Headteacher, Ysgol Penrhyn Dewi VA**

Mrs Rachael Thomas attended the meeting to address the Council prior to her retirement at the end of the current academic year, following 37 years of service to the school.

Mrs Thomas outlined the current position of the school, noting that outcomes are very strong (29th best school in Wales; 2nd best attendance in the local authority in the most recent figures), supported by the multi-campus structure and the Learning Resource Centre (LRC) provision for pupils with complex needs. The LRC also serves a strategic purpose in keeping the Non Campus open.

Mrs Thomas shared a concerning picture regarding pupil numbers: a high proportion of secondary pupils (approximately 32%) come from outside the catchment, and primary year group numbers are declining. Numbers in lower year groups are as low as 13-14 in some year groups, which will feed through over time. She noted the link between pupil numbers and school funding.

Mrs Thomas proposed the formation of a working party - to include Solva Community Council - to market St Davids and the surrounding area to attract families to the area. She described the school as being akin to "a free private school". She highlighted that school results cannot be shared directly for marketing purposes but can be compared with national benchmarks; and noted the multi-campus environment and outdoor facilities as strengths. She offered to lead or participate in such a group on a voluntary basis.

Discussion followed regarding the absence of free transport for children travelling to Ysgol Penrhyn Dewi from outside the catchment; the swimming pool; doctors' surgery; and the potential for independent marketing of results.

**RESOLVED:** That the proposal for a working party to promote St Davids and the wider area, with a view to attracting families, be progressed to the next agenda.

*Mrs Thomas left the meeting at 7.25pm. Items then resumed in agenda order.*

**26 Workplace Assessment and Meeting Frequency**

At the Annual Meeting of 18 May 2026, discussion arose regarding the possibility of reintroducing a second ordinary meeting per month. As the Council's ongoing workplace assessment is directly relevant to any such decision, this item is brought to the attention of the Council to ensure that the assessment process and its implications are fully considered before any determination on meeting frequency is made.

To note that:

- a. The workplace assessment commissioned by the Council is ongoing and has not yet been completed;
- b. The assessment is based upon the current meeting schedule of one ordinary meeting per month, reflecting the position since the discontinuation of the second monthly meeting in May 2025;
- c. During the 2025-26 Mayoral year, six Extraordinary Meetings were called as required, demonstrating that the existing framework provides sufficient flexibility to deal with Council business as it arises;

Cllr ES Evans queried whether the decision to reduce the number of monthly meetings from two to one had been recorded as a temporary measure. Clerk confirmed no definitive note to that effect recorded in the Annual Meeting May 2025 minutes; agreed to review the minutes of May 2025.

**RESOLVED:** That the Council await the completion of the workplace assessment and consideration of its findings by the Staffing Committee, staff, and full Council before any decision is taken regarding meeting frequency.

**27 Accounts**

- a. **RESOLVED:** To approve the Internal Audit report for April 2026.
- b. **RESOLVED:** To approve the Financial Statements for May 2026.

## Financial Report

May-26

Balance @ Bank on 26-May-26 £155,158.55

LGA 1972 SEC 137 25/26 £17690			
Last month's donations			£0.00
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	£490
Whitesands (Includes Café Rent	£11,762
Market	£1,542

**TOTAL** £13,794

## Expenditure

		£100+ Items
City Hall	£10,277	£10,109
Whitesands	£1,922	£1,868
Office & Administration	£4,088	£3,788
Admin Staff Costs (Inc Hall Manager)	£2,477	£2,477
Street Furniture	£0	
Play Area	£0	
Events	£0	
Finance	£0	
Market	£560	£560
St Justinians	£450	£450
<b>TOTAL</b>	<b>£19,774</b>	<b>£19,252</b>

Addendum of Items of £100 plus Value is Attached

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

MONTH

May-26

							St		
	White	St	Office	Admin	Play		Justinian		
	Hall	Sands	F'ture	Admin	Staff	Area	s	Finance	Market

£4,945	Bryn Road Cleaning Fees Jan to April	£4,945							
£2,477	PAYE & NI &Pensions				£2,477				
£1,708	Cllr Allowance 25/26			£1,708					
£1,322	Warm Spaces Return of unused Grant	£1,322							
£1,073	Council Tax House	£1,073							
£1,000	Architect Fees Sketch Drawings	£1,000							
£875	Architect Fees Survey Drawings	£875							
£708	Cllr Allowance 25/26			£708					
£677	Attendants Fee		£677						
£450	Cleaning Charges							£450	
£438	May Newsletter			£438					
£422	Attendants Fees		£422						
£420	Attendants Fees		£420						
£398	Heat & Light	£398							
£350	Café Electrics / Wiring Condition Survey		£350						
£269	Heat & Light	£269							

		White Hall	Sands	St F'ture	Office Admin	Admin Staff	Play Area	St Events	Justinians	Finance	Market
£208	Cllr Allowance 25/26					£208					
£208	Cllr Allowance 25/26					£208					
£208	Cllr Allowance 25/26					£208					
£208	Cllr Allowance 25/26					£208					
£150	Attendants Fee										£150
£150	Attendants fees										£150
£150	Attendants Fee										£150
£118	Warm Spaces Sundry Food Items		£118								
£110	Market Stall Storage Fee										£110
£108	Water Charges House		£108								
£102	Telephone Charges					£102					
<b>£19,251</b>		<b>£10,109</b>	<b>£1,868</b>	<b>£0</b>	<b>£3,788</b>	<b>£2,477</b>	<b>£0</b>	<b>£0</b>	<b>£450</b>	<b>£0</b>	<b>£560</b>

**28 Councillor training programme 2026-27**

Following the successful delivery of bespoke in-person training on Module 4 (Understanding the Law) and Module 6 (Local Government Finance) in January 2026, the Council is invited to consider further training under its Training and Development Policy (readopted 18 May 2026, annual budget £3,500).

RESOLVED: That bespoke training sessions be arranged, beginning with Modules 1 and 2, delivered as group virtual training. The Clerk to confirm the training record for all core modules and to report back to councillors with dates.

**29 Cross Square Trip Hazards - Remedial Works Quotation**

Deferred from the Monthly Meeting of 18 May 2026 pending receipt of a contractor's quotation.

RESOLVED: To approve the quotation from Mr Idwal Phillips at a cost of £2,100, subject to confirmation that replacement slabs will be like for like. Works to commence on 1 October 2026.

**30 Correspondence Received - DARC Project: Accuracy of PARC Publications**

A letter has been received from a member of the public raising concerns about the accuracy of claims in PARC's publication 'The Case for Calling-in DARC Radar' regarding the Council's voting record on the DARC proposal.

RESOLVED: That the Clerk write to PARC requesting that future publications accurately reflect the Council's voting record on the DARC proposal.

**31 Welsh Flag Bunting - High Street (Summer 2026)**

To consider authorising expenditure for the purchase and erection/dismantling of Welsh flag bunting along the High Street for July-August 2026, to mark the National Eisteddfod in Pembrokeshire and the Commonwealth Games.

For reference, the Coronation Street Party (May 2023) incurred costs of £973.57 (300m bunting £573.57 + cherry picker hire £400.00), covering the High Street.

RESOLVED: To approve a budget of up to £3,000 for the purchase and erection/dismantling of Welsh flag bunting (non-plastic) along the High Street for summer 2026.

**32 City Council Congratulations Card**

The Council does not currently have a bespoke congratulations card for use on appropriate occasions.

RESOLVED: That local artists be invited to submit ideas or grant permission to use their works for SDCC congratulations cards, with up to five artists involved, and that the Clerk proceed to arrange printing on that basis.

**33 Council Photography**

A professional photography session for councillors has been suggested, with two potential outputs: individual photographs for display in City Hall alongside committee details, and a group photograph for general use. A photographer has offered to attend at no cost.

RESOLVED: That a councillor photography session be arranged, comprising individual photographs for display in City Hall alongside committee details, and a group photograph. The offer of a professional photographer at no cost was noted. The Clerk to confirm a date and obtain costs for framing and display.

**34 Donated Commemorative Display - St Davids Fire Station Opening, 1959**

A framed commemorative display relating to the opening of St Davids Fire Station on 15 April 1959 has been donated to the Council by a local resident. The display contains a ceremonial opening key, a formal invitation from the County of Pembroke Fire Brigade Committee, Pembrokeshire Fire Brigade uniform buttons and badge, and a handwritten biographical note relating to Alderman I. O. Martin, Chairman of Pembrokeshire County Council, who performed the opening ceremony. The items are in good condition and represent a piece of local civic history.

RESOLVED: To retain and display the items at the Memorial Hall. A signed letter from the donor to be obtained to confirm the terms of the donation for the record. A photograph of the biographical note to be placed alongside the framed items if possible.

**35 Adoption of One Voice Wales TOIL Policy**

Members are asked to consider and resolve to adopt the One Voice Wales Time Off in Lieu (TOIL) Policy.

DEFERRED: To the Staffing Committee for consideration alongside existing staff contracts.

**36 Appointment of members to existing St Davids City Council led Groups - *Deferred item Annual Meeting 18 May 2026***

- a. St Davids Day Celebration: Cllrs ES Evans, DJ Griffiths, & BT Price
- b. Youth Drop In Centre: Cllrs FD John, BT Price, BS Sehmi, & RJ Thornton
- c. Coffee and Chat: Cllrs FD John, & RJ Thornton
- d. Dawrog Management Committee: Cllrs ES Evans, & MC Gray
- e. Biodiversity: EcoDewi / Bee Friendly Cllrs MC Gray, & B Lloyd
- f. Naas Twinning: Cllrs BT Price, & BS Sehmi
- g. One Voice Wales: Cllrs S Foster, & RJ Thornton
- h. Oriel y Parc: Cllrs MC Gray, B Lloyd, BT Price, & BS Sehmi
- i. Pembrokeshire Peninsular Stakeholder Group: Cllrs S Foster, & BT Price
- j. Police Surgery: Cllrs FD John, & RJ Thornton
- k. Porthclais Harbour Authority: Cllrs MC Gray & FD John
- l. Porthmawr Surf Life Saving Club: Cllrs B Lloyd, & BT Price
- m. Porthstinian Boat Owners Association: Cllrs W Chant & MC Gray
- n. St Davids Befrienders: Cllrs MC Gray, BT Price, & RJ Thornton
- o. St Davids Christmas Tree Association: Cllrs ES Evans, MC Gray, BT Price, & RJ Thornton
- p. St Davids Day Centre for the Elderly: Cllr BT Price
- q. St Davids Festivals: Cllrs ES Evans, S Foster, & B Lloyd
- r. St Davids Matsieng Lesotho Link: Cllrs BS Sehmi, & RJ Thornton
- s. St Davids Peninsula Tourist and Traders Association: Cllr BT Price as County Councillor
- t. St Davids Penknife Club: Cllrs S Foster, & R Price
- u. St Davids RFC: Cllrs ES Evans, B Lloyd & R Price
- v. Ysgol Penrhyn Dewi Governor: Cllrs BT Price as County Councillor, & RJ Thornton

**RESOLVED:** That the appointments to groups as recorded above be confirmed.

**37 Planning (PCNPA):**

- a. NP/26/0231/FUL Change of Use of the ground floor from a GP surgery (D1) and merge with existing first floor apartment to create a larger single dwellinghouse (C3a). Creation of an attached short-term holiday let (C6). Eryl Mor, 36, New Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SS. 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. Clerk to check the PCNPA LDP on change of use from community facilities and report back.
- b. NP/26/0233/FUL Alterations and Extension to listed Building, change of use outbuilding to Micro-Bakery (Low volume). Manor House, 19, 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**

Advisory (5 minutes): The Council cannot transact any business which is not included on the agenda. An exchange of urgent information may be raised, but no formal decisions should be taken and no expenditure approved.

- a. Cllr ES Evans requested updates on items not included in Matters Arising from the confirmed Minutes - but outstanding from previous minutes. The Clerk confirmed that

Matters Arising from the confirmed Minutes are limited to items listed from that specific meeting only.

- b. Cllr S Minas requested an action log to be included in the next agenda for consideration.
- c. Cllr RJ Thornton raised the Year 6 anti-speeding and anti-idling posters initiative for the next agenda.
- d. Cllr R Price asked whether grass/vegetation cutting could be arranged to make the Glasfryn entrance sign more visible.

There being no further business the meeting closed at 9.25pm

Signed .....

Date .....

Chair

DRAFT