

Minutes of the Monthly Meeting of the Council on Monday 7 September 2026 in the Council Chamber at 7.00pm

Present: Mayor Cllr S Foster, Cllr ES Evans, Cllr MC Gray, Cllr R Price, Cllr BS Sehmi, & Cllr RJ Thornton, with S Mann (Clerk).

65 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.

- a. RESOLVED: That apologies from Cllr W Chant, Cllr DJ Griffiths, Cllr FD John, Cllr B Lloyd, Cllr S Minas-Blight and Cllr BT Price be accepted and approved.
- b. Noted: Apologies received from RFO, W Mann, and from Richard Davies, who had been due to present item 71.

66 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.

- a. Cllr ES Evans declared a personal interest in planning application 86(b) NP/26/0373/FUL.
- b. Cllr R Price declared a personal interest in planning application 86(c) NP/26/0381/CLE.

67 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. RESOLVED: That the Minutes of the Extraordinary Meeting of Council held on 28 July 2026 be confirmed as a correct record, in accordance with Standing Order 16(c).

68 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(l)(d).

- a. The Mayor reported that the Civic Service and reception held the previous day had been a very successful, friendly and inclusive service, and proposed that the Council record its thanks to Canon Sheridan James, and to Laura for photography, and to staff for their preparation.
- b. The Mayor thanked the Clerk for the volume of research and background information prepared for Members and the public on agenda items, noting that this work is ongoing.
- c. The Mayor confirmed that the 18 High Street planning application package would be shared with the Working Group prior to submission.
- d. The Summer Carnival was reported as a huge success; thanks were recorded to Cllr MC Gray for providing the Mayor's car. The Mayor confirmed a meeting has been arranged to meet the Carnival Committee Chair and it was agreed that the Clerk write a letter of thanks to the Carnival Committee Chair for her considerable effort.
- e. Dates were noted for the diary: a community reception on Friday 4 December in City Hall; the Senior Citizens' lunch on 2 December (tickets to be made available; the Clerk to confirm both dates); the Christmas lights switch-on on 28 November; and Bishop Dorrien Davies Accession on 8 September.
- f. It was agreed that the dates of the Christmas events be advertised in the Newsletter.

69 Action Log

In accordance with best practice governance procedure, Action Log is intended to report progress on previously recorded matters only.

RESOLVED: That the Action Log be noted, with Members' thanks recorded to the Clerk for the work involved in maintaining it.

70 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. Mr Greg Buick, operator of the mobile sauna at Whitesands, addressed the Council on matters relevant to item 8 below. He confirmed that the trading operators were willing to clad their units in timber at their own cost, and outlined the practical difficulty of relocating the sauna unit daily from its current pitch, given its position against the boundary fence. The meeting confirmed PCNPA's earlier preapplication advice had been for black cladding, and the meeting discussed a preference for an untreated or natural finish for consideration as part of the pre-application process. Members confirmed that trading may continue for the mobile sauna while its planning application remains under consideration, to provide continuity over the Autumn and Winter months. Mr Buick then left the meeting.

71 Community Banking and Post Office Hub - Presentation and Update

Richard Davies, Solva Community Councillor, has been invited to present in full his proposal for a Community Banking and Post Office Hub at 18 High Street, first received at the April monthly meeting. Ahead of the presentation, the Council has gathered the following information:

- a. Post Office Ltd has confirmed it is not currently seeking to relocate or expand provision in St Davids.
- b. LINK's Access to Cash assessment of 29 July 2026 did not recommend any new services.
- c. LINK's published methodology confirms that business cash needs, including deposit and withdrawal of notes and coins and a specific seasonality/small business criterion, are within scope, alongside post office capacity, layout and accessibility; wider banking services and postal services themselves are not.
- d. The Clerk wrote to four ATM providers on 6 August 2026 seeking information on operating a free-to-use ATM at 18 High Street without LINK interchange support; no response has been received from any provider to date.
- e. CK Foodstores has confirmed the Post Office hours reduction reflects a wider change to Post Office Ltd's remuneration model, not a decision specific to St Davids, and cannot guarantee against further reduction.

RESOLVED: That consideration of the proposal be deferred, and that Richard Davies be invited to present to the Council at its next meeting.

72 Whitesands Trading Arrangements for 2027 and Concession Licence Compliance

PCNPA has approached the Council regarding trading from vehicles and trailers at Whitesands car park, advising that trading beyond 28 days in a calendar year amounts to a material change of use requiring planning permission, though it does not intend to pursue enforcement this season. The Council has sought further clarification, including on the definition of trading and the wood-cladding requirement from an earlier application; a response is awaited. Both concession operators have separately confirmed their units were not removed daily during peak season for safety reasons, and are expected to resume daily removal as visitor numbers reduce.

RESOLVED: That the Council engages with PCNPA to request a formal pre-application meeting on site, with the operators also in attendance, and that the Clerk seeks to have this completed ahead of the October meeting, or as soon as possible thereafter.

73 18 High Street, St Davids – Welsh Government Capital Borrowing: Progress Update

The agreed sequence for the 18 High Street redevelopment is quantity surveyor costing, community consultation on the project and its impact on the precept, and submission to Welsh Government with full supporting evidence including a formal RICS valuation, as confirmed with Welsh Government and One Voice Wales. R K Lucas & Son have carried out their inspection and expect to provide the RICS valuation report by 4 September. The quantity surveyor's fee proposal is awaited.

RESOLVED: That Council notes progress and resolves that a single community engagement / consultation event be held once the quantity surveyor's costings and full supporting evidence are in place, rather than a separate, earlier engagement event followed by a second formal consultation.

74 Accounts

- a. RESOLVED: To approve the Internal Audit report for June 2026.
- b. RESOLVED: To approve the Financial Statements for July 2026.

The Clerk agreed to forward Members' queries to the RFO for confirmation.

[illegible]

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS

				MONTH		Jul-26					
		Hall	White Sands	St F'ture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
£1,236	Bryn Road cleaning June	£1,236									
£1,236	Bryn Road cleaning July	£1,236									
£1,073	Council Tax House	£1,073									
£720	Non Dom Rates Hall	£720									
£178	Heat & Light	£178									
£108	Water House	£108									
£102	Heat & Light	£102									
£3,519	INDR	£3,519									
£1,690	Attendants Fees	£1,690									
£1,510	Attendants Fees	£1,510									
£1,458	Attendants Fees	£1,458									
£864	Attendants Fees	£864									
£199	Cardnet Admin Fee	£199									
£133	Card Reader (1)	£133									
£133	Replacement Card Reader (2)	£133									
£598	Bedding Plants			£598							
£455	Newlsetter July				£455						
£411	Newlsetter August				£411						
£391	Councillor Training 2024/2025				£391						
£271	External Audit Fee				£271						
£161	Poo Bags				£161						
£149	Office Supplies				£149						
£116	Security Backups				£116						
£8,532	Pensions PAYE &					£8,532					
£320	Painting						£320				
£276	Strimming						£276				
£170	Strimming Waun						£170				
£480	Bunting							£480			

		Hall	White Sands	St F'ture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
£245	Cleaning June								£245		
£245	Cleaning July								£245		
£501	Sumup Charges									£501	
£500	S137 Donation									£500	
£200	S137 Donation									£200	
£151	Bank Charges									£151	
150	Attendants Fees										150
£150	Attendants Fee										150
150	Attendants Fees										150
150	Attemdants Fees										150
150	Attendants Fee										150
£150	Attendants Fee										£150
£110	Stall Storage Fees										£110
£104	Sand Bags										£104
£29,446		£4,654	£9,507	£598	£1,953	£8,532	£766	£480	£490	£1,352	£1,114

- c. RESOLVED: To approve the Internal Audit report for July 2026.
- d. RESOLVED: To approve the Financial Statements for August 2026.

The Clerk agreed to forward Members' queries to the RFO for confirmation.

[illegible]

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS

		MONTH					Aug-26				
		Hall	White Sands	St F'ture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
£8,532	Pensions PAYE & NI					£8,532					
£3,519	Whitesands Non Domestic Rates		£3,519								
£3,077	Staff Workplace Assessment Fee				£3,077						
£2,363	Attendants Fees		£2,363								
£2,064	Attendants Fees		£2,064								
£2,018	Attendants Fees		£2,018								
£1,915	Attendants Fees		£1,915								
£1,073	Tax	£1,073									
£720	Hall Non Domestic Rates	£720									
£507	Subscription				£507						
£410	Toilet Cleaning										
£410	Arrears for June								£410		
£371	Ceremony							£371			
£325	Shrubs & Flowers			£325							
£194	Testing	£194									
£153	Bank Charges									£153	
£150	Attendants Fees										£150
£150	Attendants Fees										£150
£150	Attendants Fees										£150
£150	Attendants Fees										£150
£150	Attendants Fees										£150
£133	Card Reader		£133								
£130	Caretaker Relief	£130									
£110	Storage										£110
£108	Water Charges	£108									
£28,472		£2,225	£12,012	£325	£3,584	£8,532	£0	£371	£410	£153	£860

75 Mosaic Installation Location

The new St Davids Cross mosaic panel is ready for installation. Suggested locations are a position within the Memorial Hall and the exterior rear wall of the Drop-In Centre (Bryn Road side), the latter of which PCNPA has confirmed would require planning permission. Whitesands Café has also been suggested.

RESOLVED: That the decision be deferred, pending a site visit by Councillors with the contractor also in attendance, which will also consider the location of the old City Hall signs.

76 Community Warm Spaces Fund (SCAF Round 10)

The 2025-2026 Warm Spaces grant of £3,500 was not fully spent, with over £1,000 returned to PAVS. SCAF Round 10 is now open, with up to £2,500 available and a deadline of 28 September 2026.

RESOLVED: That Council applies to the Community Warm Spaces Fund (SCAF Round 10), the application to include Hall hire / rental costs; the Clerk to verify whether a hall hire cost claim or match funding was included in the 2025-26 award, and confirm accordingly.

77 Bryn Teg Playing Field

County Councillor Bethan Price has requested this item be added regarding the lack of investment in Bryn Teg Playing Field, noting she has written to Henry Tuffnell MP and identified scope for fundraising and grant funding.

RESOLVED: That consideration of this item be deferred to a future meeting.

78 Finance Committee Membership and Procurement Threshold

Membership of the Finance Committee is a matter for full Council to determine under Standing Order 8(d)(IV), following a request from the Committee Chair, Cllr RJ Thornton, on 9 July 2026. The Finance Committee, at its meeting of 9 July 2026, also recommended an increase in the local procurement threshold, requiring a consequential amendment to the Financial Regulations; a minimum of three fixed written quotations will apply below the Regulations' existing higher thresholds for formal tendering (£30,000 and £60,000).

RESOLVED: That Council approves the increase in Finance Committee membership from five to six Councillors, the Committee to comprise Cllr RJ Thornton (Chair), Cllr S Foster, Cllr DJ Griffiths, Cllr S Minas, Cllr R Price and Cllr BS Sehmi, and approves the increase in the local procurement threshold from £3,000 to £5,000, together with the consequential amendment to the Financial Regulations.

79 Annual and Well-being Report 2025-2026

Following the Council's meeting of 6 July 2026 (minute 44), the amended Annual and Well-being Report 2025-2026, prepared under Section 52 of the Local Government and Elections

(Wales) Act 2021 and Section 40 of the Well-being of Future Generations (Wales) Act 2015, has been recirculated to Members with tracked changes for review.

RESOLVED: That Council approves the Annual and Well-being Report 2025-2026, as amended, and authorises its publication.

80 Cinema Equipment - South Hook LNG Community Fund Application (Projector)

Further to Minute 53 (6 July 2026), the SPF Communities grant of up to £2,000 was successfully drawn down and the screen element of the project completed within the approved £5,000 budget, leaving a remaining balance of £800.00. The South Hook LNG Community Fund Tier 2 application deadline of 7 September 2026 falls on the same day as this meeting. Prior to submission, the Clerk consulted the Mayor, RFO and Finance Committee Chair, in accordance with the Council's grant application protocol, by noon on 7 September 2026.

Members acknowledged the teamwork of all those involved in delivering the screen element of the project.

RESOLVED: That Council ratifies the Clerk's submission of the South Hook LNG Community Fund application for the cinema projector, £5,000.00, together with match funding of £2,904.00 (ex VAT).

81 Section 106 Discharge Application - Land off Nun Street, St Davids (NP/26/0349/DPO)

PCNPA is considering an application to discharge £85,786.96 of Section 106 affordable housing and open space contributions on viability grounds. The Clerk has submitted interim comments objecting to the discharge ahead of PCNPA's 6 September determination deadline.

Members commended the Clerk's interim letter and did not consider that further supplementary comments were needed at this stage.

RESOLVED: That Council resolves not to submit further supplementary comments beyond the Clerk's letter, and that the Clerk writes to Cllr BT Price, in her capacity as County Councillor and PCNPA planning committee member, asking her to raise awareness within the County Council of the Section 106 position and to seek confirmation of the timeline for spending the monies on affordable housing.

82 Street Name Signs - Contract Review

Further to Minute 109 (3 November 2025), the Council approved a quotation from Pembrokeshire Painter for street name sign maintenance, excluding fingerposts, at £3,950.00. The works have not yet commenced. The Clerk has requested written confirmation from the contractor, by 4 September 2026, of a proposed start and completion date.

RESOLVED: That Council rescinds the contract awarded under Minute 109 (3 November 2025), as the works have not commenced; that the Clerk re-approaches those who quoted previously

for the work, to establish continued interest and current cost; and that the Clerk investigates potential grant funding towards the cost, including any available for bilingual signage.

83 Welsh Flag Bunting - High Street Summer 2026 - Expenditure and Revised Budget

At Minute 31 (1 June 2026) the Council approved a budget of up to £3,000. This was exceeded because the Council instructed the cotton bunting to be installed in addition to, rather than in place of, the polyester bunting, requiring a second platform hire when the cotton bunting was not delivered in time for the Eisteddfod procession on 19 July. Net cost, after a £240 contribution from St Davids Cathedral, was £3,436.78 against the £3,000 budget.

RESOLVED: That Council ratifies the additional expenditure and approves a revised budget of £3,436.78, subject to the insurance clarification above. The bunting is to be dismantled as soon as possible; cherry picker hire etc. to be arranged, and the Clerk to check the Council's insurance position in respect of a Councillor's involvement in operating/assisting with the cherry picker, to confirm whether this is covered.

84 St Davids City Council Congratulations Card – Artist Submissions

Following the Council's decision to invite up to five local artists to contribute to a bespoke congratulations card, invitations were sent on 24 June 2026. Two artists have responded to date; one has offered an existing painting of St Davids Cathedral for consideration.

RESOLVED: That Council approves the following approach:

- a. That a small group of Councillors, to include Cllr R Price and Cllr BS Sehmi, reviews the options and brings a recommendation back to full Council.
- b. That the Clerk asks the artist to offer a wider range of image options for consideration.
- c. That the possibility of also using the Council's existing drone photography (taken September 2025) be explored.

85 Retirement of the Dean of St Davids: Message of Thanks

The Council has received a message of thanks from the Very Revd Dr Sarah Rowland Jones, retiring Dean of St Davids, in response to the Council's letter marking her retirement. The Dean expresses gratitude for the strengthened ties between Cathedral and City during her tenure and for the cooperation of Council staff and Members.

RESOLVED: That the correspondence be noted, with thanks.

86 Planning (PCNPA):

- a. **NP/26/0327/FUL** Conversion of former hall to additional residential accommodation for Chapel House including rooflights. Chapel House, Berea, Haverfordwest, Pembrokeshire, SA62 6DJ. An extension of time had been requested, and the

application had already been determined prior to the meeting. RESOLVED: To support.

- b. **NP/26/0373/FUL** Replacement structure incl insulation. Use remains the same - Nature Discovery Centre. Doctor Beynons Bug Farm Ltd, Lower Harglodd, St Davids, Haverfordwest, SA62 6BX. An extension of time had been requested, and the application had already been determined prior to the meeting. RESOLVED: To support.
- c. **NP/26/0381/CLE** The certificate application relates to a building operation under section 55 of the act constituting the construction of a permanent structure covering the restaurant seating area on the site. 1, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SA. RESOLVED: To support the application.
- d. **NP/26/0417/FUL** Extension to provide additional ground and first floor bedrooms to south elevation, sitting room to east elevation and porch to west elevation. 23, Maes Y Dre, St Davids, Haverfordwest, Pembrokeshire, SA62 6QQ. A letter of representation from a neighbouring resident was read to Members by the Chair and acknowledged; at the resident's request, their personal details are excluded from these minutes. RESOLVED: To support the application.
- e. **NP/26/0408/FUL** To replace an Oil-fired Boiler with a Heat Pump within the curtilage of a Grade II listed building. Ty Glowty, Llanfyrn, Berea, Haverfordwest, Pembrokeshire, SA62 6DL. RESOLVED: To support the application.
- f. **NP/26/0427/FUL** Installation of Natural Slate Cladding to Existing Gable Wall for Weather Protection at Rhosygilwen, St. Davids, Haverfordwest, SA62 6DB. Rhosygilwen, St. Davids, Haverfordwest, Pembrokeshire, SA62 6DB. 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. Items for information only:
 - i. Cllr S Foster: Updated Members on Shalom House - the Trustees have confirmed by email that sale to a Community Benefit Society is the only workable option, with funding expected by mid-September 2026. Cllr R Price confirmed the advertised price has been reduced to £395,000.
 - ii. Cllr S Foster: A Staffing Committee meeting is to be arranged.

- iii. Cllr S Foster: A Finance Committee meeting is to be arranged with Cllr RJ Thornton (Finance Committee Chair).
 - iv. Mayor S Foster: A meeting of the 18 High Street Working Group is to be arranged.
 - v. Cllr RJ Thornton: Updated Members on the ongoing scanning of historic Council/community documents held in the archive; as with the Tithe Map, items may be placed on deposit with Pembrokeshire Archives, with ownership remaining with the Council.
 - vi. Cllr MC Gray: Raised the possibility of further grants towards additional solar panels at City Hall, as and when opportunities arise.
 - vii. Cllr R Price: Noted a community renewable energy scheme operating in Llanrhian, and asked whether it might extend to St Davids.
- b. Items for the next agenda:
- i. Cllr RJ Thornton: The encyclopaedia held in the Council's collection; the Clerk to contact the Archives to arrange transfer of documents and seek advice.
 - ii. Cllr ES Evans: Pembrokeshire County Council's policy on first-language Welsh provision at non-Welsh-medium feeder schools; to be discussed with the new Ysgol Penrhyn Dewi headmaster, Mr Sion Mason-Evans, and the Governors.

There being no further business the meeting closed at 9.10pm.

Signed Date

Chair