

Minutes of the Monthly Meeting of Council on Monday 3rd April 2006 in the Council Chamber at 7.00pm.

Present: DJH George as Mayor in the Chair, BT Price Deputy-Mayor, JW Braby, DJO Chant, AR Cox, J F Godkin, SJ Halse, MGD James, JG Lloyd, S Williams with PL Evans (Responsible Finance Officer) and DC Munday (Clerk).

The Mayor welcomed County Councillor Peter Stock, Cabinet Member of Pembrokeshire County Council with responsibility for Communities and Voluntary Services, and he was invited to address the meeting.

Key points outlined included:-

- St Davids had the lowest taxes in Pembrokeshire, given its lack of precept.
- Setting up of Action Teams in Pembrokeshire to take matters forward that have been generated at meetings.
- Partnership – involve other bodies; one new scheme from Pembrokeshire County Council is the SRS, Strategic Recycling Scheme regarding provision of composting bins.
- Emphasised his pride in St.Davids.

Questions arising that required a further response included:-

- a) As composting bins have been in store at the Civic Amenity Site for 12 months, when will they be available – this would be checked.
- b) Matters outside the ‘community’ remit included:-
 - Traffic calming by Ysgol Dewi Sant, given that the children have to cross the road to the playing fields.
 - Improved leisure facilities at Ysgol Dewi Sant.

1. **Apologies for Absence:** RJ Thornton (Work commitment), DGB Lloyd (work commitment) and MC Gray (RNLI commitment)

2. **Declarations of Interest:**

Members and Officers were reminded to make any declarations of personal and/or prejudicial interest that they might have in relation to items on this Agenda

Confirmation of Minutes for:-

3. Council Monthly Meeting on Monday 6th March 2006 - were RESOLVED to be approved.
4. ‘In Committee’ Business of the Council Monthly Meeting on Monday 6th March 2006 - were RESOLVED to be approved.
5. Second Meeting of the Month on Monday 20th March 2006 - were RESOLVED to be approved.
6. Staff Performance Review Meeting on Monday 20th March 2006 - were RESOLVED to be approved.

Matters arising from the Minutes:

7. WHITESANDS:

7.1. Car Park:

7.1.1. Car Parking Order – awaits Pembrokeshire County Council advice regarding charges for enforcement service.

7.1.2. Improvements to entrance area road layout – as Pembrokeshire Coast National Park Authority had advised that planning permission was needed for hedge changes it was RESOLVED to await the completion of land drainage works prior to considering the matter further.

7.2. Porthmawr Surf Life Saving Club – letter of 25 January 2006 regarding Surf Life Saving Championships of Wales at Whitesands 12-13 August 2006; awaits further information.

7.3. Unofficial sign on the road to Whitesands to café and visitor centre was to be investigated.

8. MEMORIAL PLAYING FIELDS: New play equipment scheme – Clerk reported that work on the scheme was progressing with some quotations received and grant applications to be prepared.

9. ST JUSTINIANS: Parking and Toilets.

9.1. Planning Application NP/05/616: Pembrokeshire Coast National Park Authority letter of 29 March 2006 advising of amended plans was noted and it was RESOLVED to defer the hearing of the application while the land ownership situation was clarified.

9.2. D Chant noted that the RNLI northern slip had been closed pending an inspection by engineers.

10. CITY HALL:

- 10.1. Toilet improvement – a meeting with Pembrokeshire County Council had been arranged to discuss possible cooperation.
- 10.2. Hearing Loop – the additional quotation from Rees Sound Systems was still awaited.

11. TRAFFIC MANAGEMENT INITIATIVE: no report.

OTHER MATTERS ARISING:

12. Swimming Pool closure – correspondence was RESOLVED to be received from:-

- 12.1. Pembrokeshire County Council, letter of 13 March 2006.
- 12.2. Stephen Crabb, letter of 16 March 2006.

After discussion it was RESOLVED to:-

- Write to Pembrokeshire County Council to ask for its long term 10 year plan for the swimming pool.
 - Invite Councillor Rob Lewis, Pembrokeshire County Council Cabinet Member with responsibility for leisure, to meet with the City Council.
 - Invite Stephen Crabb MP to attend a meeting with the City Council.
13. St Davids Day Celebration Group – Notes of a meeting on 15 March 2006 were RESOLVED to be received.
- 13.1. It was noted that it had been a successful day and inclusion of a representative of Pembrokeshire County Council could be contemplated for future meetings
 - 13.2. St Davids Peninsula Tourist Association, letter of 26 March 2006 offering thanks for the efforts over St Davids Day was RESOLVED to be received
14. One Voice Wales and PALC – it was RESOLVED unanimously to rescind minute 656 following the provision of new information regarding, the future of PALC and to proceed as follows:-
- 14.1. Council would not join One Voice Wales.
 - 14.2. Council would continue as a member of PALC and it agreed to rejoin for the coming year and to pay the subscription of £150.
15. St Davids Cathedral – St Mary's Hall licence and access – Letter of 28 March 2006 from Dean of St.Davids was RESOLVED to be received. Concerns regarding access, parking and the likely increase in activity in the Close, as well as premises licence applications for the Bishops Palace and St Mary's Hall were discussed. It was RESOLVED to support the premises licence application for St Mary's Hall.
- 15.1. The Clerk presented a verbal invitation from the Dean for councillors to be shown around the Hall during May.
16. Pembrokeshire Community Health Council, letter of 22 March 2006 acknowledging receipt of comments regarding the closure of rural branch surgeries at Croesgoch and Roch – was noted.
- 17. County Councillor's Report:** J George reported that Heol Dewi road resurfacing was awaited while surface work on the Cross Square had been finished.

Correspondence:

- 18. Stephen Crabb MP letter of 8 March 2006 – was RESOLVED to be received and the previously expressed wish to invite Stephen Crabb to meet the Council was reiterated.
- 19. Pembrokeshire County Council; notifications of Council Tax charges for 2006/7 each with 100% relief - City Hall £2,138.40, Whitesands Beach Café £3,153.60 and Whitesands car park at £4,147.20 (Each property receives 100% relief) - were RESOLVED to be received.
- 20. Pembrokeshire Coast National Park Authority letter of 20 March 2006 – Delegation of Planning Decisions to Officers of the National Park Authority – was RESOLVED to be received.
- 21. J George was then congratulated on his recent appointment as a Member of Pembrokeshire Coast National Park Authority.
- 22. Letter of 6 February 2006 re View on Cross Square – Replacement of tree. It was RESOLVED to support the general view that the tree would not be replaced in the same location given the good view that has since been created and the verbal public support given. Alternatives for planting of trees at Glasfryn Road junction with Fishguard Road or Pen y Garn or by Yr Hafan were to be considered.
 - 22.1. The appearance of the wide rather rough verge when approaching from Fishguard was of concern and a request would be sent to Pembrokeshire County Council for the area to be improved.
 - 22.2. In addition Pembrokeshire County Council was to be approached regarding improvements to the signage on Cross Square.

23. Welsh Assembly Government – Mid and West Wales Regional Committee – Meeting on Affordable Housing on Friday 7 April 2006 at Dolgellau – was RESOLVED to be received.
24. Pembrokeshire County Council, letter of 29 March 2006 – Variation to (Off Street Parking Places) Order 2002 - it was RESOLVED to ask why St.Davids was being asked to pay more than any other site for all day parking, £3 instead of £2. It was felt that the full rate should be the same as other Pembrokeshire sites that included busy areas like Tenby.
25. Ombudsman for Wales – Letter of March 2006, Local Government Ombudsman: Important Changes –was RESOLVED to be received.
26. BDO Stoy Hayward LLP, letter of 27 March 2006 - Audit for the year ended 31 March 2006 was noted as being postponed following delays in the auditors receiving Annual Returns from the Wales Audit Office. The audit was now to be submitted on 25 August 2006 and the information was RESOLVED to be received.
27. CADW letter of 24 March 2006 requesting assistance with a survey regarding visitor experience – it was agreed that the Clerk should respond.
28. Pembrokeshire Coast National Park, letter of 28 March 2006 regarding Tree Preservation Order 83 – Glan-y-Mor, Ffordd Caerfai - letter was RESOLVED to be received.
29. Withybush Hospital:
 - 29.1. Mr DR Rees – letter of 31 March 2006 regarding the future of Withybush Hospital was RESOLVED to be received.
 - 29.2. Councillor Bethan Price and Councillor Tony Cox – News releases and statement from local Assembly Members of 28 March 2006 were RESOLVED to be received.
Discussion followed on the future for St.Davids as a rural and isolated area.
30. St Davids City Golf Club – Clerk reported on discussions held with the Golf Club and it was RESOLVED that the item would be considered at the end of the meeting.
31. Andy Middleton, email of 31 March 2006 – Climate Change ‘Come off it’ campaign; was RESOLVED to be received.
32. Pembrokeshire Community Health Council letter of 29 March 2006, acknowledging receipt of comments regarding the closure of rural branch surgery at Trefin – it as RESOLVED to ask that alternative facilities are made known to those affected.
33. Welsh Water – letter of 27 March 2006: Essential Water Upgrade, Porthgain to Trefin – Ysgeifiog - was RESOLVED to be received.

Clerk’s Business.

34. ANNUAL REVIEW 2006 – the following business including schemes, policies, licences and tenancies of the Council were reviewed with the Clerk reporting on amendments, as a part of the annual assessment process:-
 - 34.1. Welsh Language Scheme.
 - 34.2. Freedom of Information Scheme.
 - 34.3. Standing Orders
 - 34.4. Financial Regulations
 - 34.5. Code of Conduct.
 - 34.6. Register of Member’s Interests, Gifts and Hospitality.
 - 34.7. Policies:-
 - 34.7.1. Health and Safety Policy
 - 34.7.2. Equal Opportunities Policy
 - 34.7.3. Volunteer Policy
 - 34.7.4. Volunteer Agreement
 - 34.7.5. Confidentiality Policy
 - 34.7.6. Illegal Drug and Alcohol Policy
 - 34.7.7. Environmental Policy
 - 34.8. Contracts, Licences and Tenancies: -
 - 34.8.1. Approved Minor Works Contractor’s List.
 - 34.8.2. Grass cutting.
 - 34.8.3. Whitesands Shop Tenancy in place to 2009 with 2006 review.
 - 34.8.4. Whitesands Ice Cream Licence - renewed for 2005 -2007.
 - 34.8.5. Whitesands Car Park Attendant - renewed for 2005- 2007.
 - 34.8.6. Whitesands Car Park Field - expires 31.10.2006
 - 34.8.7. Caretaker City Hall Flat tenancy.
 - 34.8.8. Croeswdig Field - expires on 30.11.2009.
 - 34.9. Inspections and Risk Assessments of Council Property:

- 34.9.1. Assessment schedules – the new fire precaution plan for the City Hall amended with the new Premises Licence are in place.
- 34.9.2. Routine inspections of council property and recording is continued using the Staysafe system.
- 34.9.3. Play Area Inspections – these are continued twice weekly and recorded on the Playsafe system and exported to Pembrokeshire County Council as required. The Clerk noted a lack of clarity in response from Pembrokeshire County Council regarding inspections in the last year.
- 34.10. Insurance Cover – Allianz Cornhill policy cover summary as follows:-

	CURRENT LIMIT
<u>Mandatory Cover</u>	
Public Liability	£5 million
Employers Liability	£10 million
Money up to £1000 in safe	
Legal Expenses details in policy booklet	
Fidelity Guarantee	£70,000

Optional Cover schedule of benefits in policy

Personal Accident for members and officers up to 80 years of age
Cover for libel and slander by members as well as officials Indemnity £250,000.

Property Damage (Excess £75) – Items below

Buildings including Landlords Fixtures and Fittings	
Whitesands Beach Café	325,000
City Hall Complex including house	558,169
Car Park attendants office	12,902
Fountain and surrounding wall (Memorial Garden)	38,708
Well and Stone Well housing (Quickwell)	1935
Well and Stone Well housing (Lower Moor)	1935
Lamp Posts, Street furniture etc CHECK Street names	
37 Community Seats	17681
Flag Pole	1290
Bus Shelter	12902
2 X Place Names	3000
Gates and Fences	3340
War Memorials	Not covered
Playground equipment	35,905

The following contents in the buildings:-

Office contents, machinery etc:-	
Photocopier Toshiba 160	3000.00
Fax and telephone	750.00
Crockery	1000.00
City Hall / Kitchen furnishings	10,000.00
1 Laptop Dell Inspiron 1100	989.00
Dell Optiplex computer	
PC Computer	870.00
Hewlett Packard Laserjet 6L Printer	220.00
Mowers and similar machinery	700.00
Christmas Lighting	20,000.00
Sports equipment	Not covered

Other Property:

Mayoral Chain	3500.00
Mayoral Robes	2000.00
Deputy Mayor / Mayoress chains	2000.00
Goal posts	500.00
Village pump (Rhodiad)	3000.00
Model Aeroplane	600.00
P A System	460.00

Electric Piano

1300.00

35. Items identified by the previous Auditors Report and Risk Assessment Action plan are complete.
36. Works Outstanding – schedule of work to be undertaken, all of low risk, was noted.
37. Christmas Lighting Review – Following the recent Annual General Meeting of the Christmas Tree Association – an email from Stephen Whitehead, outgoing Chair of the Group, was received with reductions in volunteers noted. The support of the City Council, particularly on the technical side of the work was RESOLVED to be continued. A further meeting was to be planned, and in the meantime publicity regarding the need for younger volunteers for assistance both with fundraising activities and the erection work would be undertaken.
38. Mr E Davies, St Davids City Bowls Club – request for location for a display containing Club trophy shields in the City Hall was noted.
39. Mayor's Civic Service and refreshments – approval of catering costs at £5 per head plus drinks were RESOLVED to be granted.
40. Mayoral Hat – given the rigid nature of the present tricorn mayoral hat, it was RESOLVED to purchase a new tricorn hat at £330.
41. St Davids Cathedral Festival – availability of tickets for the City Council sponsored Concert on Saturday 27 May 2006 was noted.
42. School Recorder Groups - an email from Helen Evans advising that the Ysgol Bro Dewi Recorder Group has qualified again for the Urdd National Eisteddfod in May, and that the senior group from Ysgol Dewi Sant had also got through in the ensemble class, was received with much appreciation.
43. Mayoral Photographs – the display of past mayor's photograph's in the council chamber was RESOLVED to be standardised with same frame and naming and then refitted appropriately aligned.
44. DONATIONS *under Sec 137 Local Government Act 1972*:
- 44.1. Letters of thanks for donations had been received from:-
- 44.1.1. Pembrokeshire Crossroads letter of 10 March 2006 for £50.
- 44.1.2. 87.7FM Radio Witybush letter of 16 March 2006 for £25.
- 44.1.3. Pembrokeshire CRUSE letter of 26 March 2006 for £30.
- 44.2. Donation requests:
- 44.2.1. Royal Welsh Agricultural Society Ltd – 2007 Royal Welsh Show it was RESOLVED to support the event and consider a financial donation in the future. S Williams declaring a personal interest.
- 44.2.2. Wales Air Ambulance (£100) was noted, given a recent £600 donation from other groups in St.Davids.
45. The following items of correspondence are on display:-
- 45.1. Pembrokeshire Coast National Park Authority – Tree Guardian – Spring 2006 issue.
- 45.2. PAVS - Spring 2006 Newsletter.
- 45.3. Interaction Spring Newsletter of LGIB.
- 45.4. Unsolicited information: Notts Sport Design and Advisory Service, Plantscape.
46. **Planning:**
- Current plans – further information on the following applications:-
- 46.1. NP/05/410 Workshop outbuilding at Treledydd Fawr – no further details received.
- 46.2. NP/05/473 Bank House, Trelerw – Letter of 22 March 2006 regarding approval contrary to the recommendation of the St Davids City Council was RESOLVED to be received.
- 46.3. NP/06/001 Conservatory at 15 New Street – Pembrokeshire Coast National Park letter of 24 March 2006, following refusal of the application contrary to the support provided by the City Council. The reason given being that the design was out of character and would have a detrimental impact on the Conservation Area.
- New applications:-
- 46.4. NP/06/110 Agricultural building at Pegity Cottages it was RESOLVED to offer COUNCIL SUPPORT with BT Price and D Chant declaring personal interests.
- 46.5. NP/06/005/gdo6 Agricultural Building at Spring Meadow Farm, Caerfarchell. S Williams declared a personal interest and it was RESOLVED to offer COUNCIL SUPPORT.
- 46.6. NP/06/129 Conversion, alteration and extensions to form self-contained unit in outbuildings adjacent to Millers Cottage, Felin Wynt - it was RESOLVED to offer COUNCIL SUPPORT.
- 46.7. NP/06/130 Use of field as seasonal car park – field 5014 St Justinians - it was RESOLVED not to respond given the Council's own application for the same purpose near to this site.

- 46.8. NP/06/133 Conversion of outbuildings to residential at Clegyr Isaf - it was RESOLVED to offer COUNCIL SUPPORT.
- 46.9. NP/06/135 Amend condition 11 of planning consent NP/05/026 at 11 High Street - it was RESOLVED to offer COUNCIL SUPPORT.
- 46.10. 05/0044/LB Conversion of outbuilding into 1 unit of accommodation – Outbuilding No 3 Crug Glas Farm, Croesgoch - it was RESOLVED to offer COUNCIL SUPPORT.

47. It was RESOLVED to go 'In committee' to consider the item relating to the St.Davids City Golf Club, and that the public be excluded under the terms of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 as the disclosure of information would be prejudicial to the public interest.

48. **Accounts:**

- 48.1. Internal Audit for February 2006 had been successfully completed and was noted.
- 48.2. Accounts for March 2006

Balances as at 31st March 2006 Premier Account £608.62 Current Account £ 24,777.32

ACCOUNTS PRESENTED FOR PAYMENT (ALREADY PAID)

Peter Lavin	314.25
Grove Hotel	1101.20
Performing Rights Society	78.95
Penstar	105.75
Glyn Edwards Ltd	17.04
Post Office Ltd	51.00
Gasforce Ltd	255.05
Peter Lavin	112.50
Kim Owen	195.00
Swalec (Xmas lighting)	259.10
Peter Lavin	176.25

ACCOUNTS PRESENTED FOR PAYMENT (TO BE PAID)

SR Installations	137.24
Pembs CC Stall handling	208.56
Carreg Construction	1244.10
P Lavin	160.80
PL Evans	190.50
DC Menday	1159.82
J Phillips	113.56
Inland Revenue	1268.18
Mathias Hardware	74.92
P Lavin	266.70
HM Customs and Excise	31.71

INCOME (01/04/05 to 20/03/06)

£150774.37
(Car Park £121297. Hall £9197.85)

EXPENDITURE (01/04/05 to 20/03/06)

£140956.02
(Admin £32,843.38 Car Park £39,440.66 Hall £11,120.57)

DONATIONS FROM 01/04/05 for the year ending 31/3/06)

Crossroads	50.00	Royal British Legion	50.00
Childline Cymru	100.00	Portfield School	50.00
PCNPA	100.00	Urdd Gobaith Cymru	25.00
Grassroots Cymru	100.00	McMillan Cancer Relief	103.00
Bobath	50.00	National Eisteddfod	50.00
St Davids Cathedral Festival	750.00	Victim Support	25.00
St Davids Cemetery	400.00	Urdd Gobaith Cymru	25.00
Caerfarchell Cemetery	100.00	Age Concern Cymru	50.00
Tretio Cemetery	100.00	Pembs Coalition	50.00
Berea Cemetery	100.00	Cruse	30.00
Torch Theatre Group	50.00	Pembs Crossroads	50.00
		87.7FM Radio Wthybush	25.00

Financial provisions: Whitesands Shop tenancy Bond £500, Croeswdig tenancy bond £500, Provision for grass cutting £1500 - Total £2,500.

- 48.3. Permission to pay the accounts was RESOLVED to be granted.
- 48.4. Electronic payment and internet account management was in progress.

49. **Mayor's Business:**

49.1. Golden wedding bouquets had been provided and received with thanks from:-

- 49.1.1. Mr David and Mrs Ruby Salmon
- 49.1.2. Mr Alun and Mrs Ethel James

49.2. Window cleaner – a replacement window cleaner was to be sought following lack of attendance of recent contractor.

50. Cocyn Rownd – the quality of work undertaken in the recent rendering to the wall was noted with concern.

There being no further business the meeting ended at 9.00pm

Signed
Mayor

Date.....

Minutes of the 'In Committee' Business of the Monthly Meeting of Council on Monday 3rd April 2006 in the Council Chamber at 7.00pm.

Present: DJH George as Mayor in the Chair, BT Price Deputy-Mayor, JW Braby, DJO Chant, AR Cox, J F Godkin, SJ Halse, MGD James, JG Lloyd, S Williams with PL Evans (Responsible Finance Officer) and DC Menday (Clerk).

The Meeting was preceded by a discussion with Councillor Peter Stock, Cabinet Member of Pembrokeshire County Council with responsibility for Communities and Voluntary Services.

51. **Apologies for Absence:** RJ Thornton (Work commitment), DGB Lloyd (Work commitment), MC Gray (RNLI commitment).

52. **St.Davids City Golf Club**

53. It was RESOLVED to be received to come out of 'Committee'.

There being no further business the meeting ended at 9.00pm

Signed
Mayor

Date.....