

Minutes of the Monthly Meeting of the Council on Monday 5th September 2016 in the Council Chamber at 7.00pm

Present: Mayor CT Taylor Deputy Mayor BT Price, DJO Chant, ES Evans, DJH George, MC Gray, DB Halse MGD James, FD John, JG Lloyd, S Williams with CH Gray (Clerk) and PL Evans (Responsible Finance Officer).

195 Apologies for Absence: County Councillor DB Lloyd.

196 Declarations of Interest: Members were requested to identify any declarations of personal or prejudicial interests that they might have in relation to items on the agenda.

196.1 167.

197 Confirmation of Minutes for:-

197.1 The Council Monthly Meeting on Monday 4th July 2016 were RESOLVED to be approved.

197.2 The Second Meeting of the Month on Monday 11th July 2016 were RESOLVED to be approved.

197.3 The Third Meeting of the Month on Monday 18th July 2016 were RESOLVED to be approved.

197.4 The Extraordinary Meeting of the Council on Monday 8th August were RESOLVED to be approved.

197.5 In Committee" Minutes of the Extraordinary Meeting of the Council on Monday 8th August 2016 were RESOLVED to be approved.

Matters Arising

198 CO-OPTION OF CITY COUNCILLOR. The following applications were interviewed for the position:

198.1 Michael Chant of Anchor Drive.

198.2 David Griffiths of Rhosson Isaf.

198.3 Stephen Lawton of The Coach House.

198.4 Luke Phillips of Maes Y Mynach.

198.5 Dr Ben Silverstone of Maes Dyfed.

198.6 Richard Thornton of Pen Y Garn.

It was RESOLVED to co-opt Richard Thornton as a member of St Davids City Council.

199 SKATE PARK

199.1 Site visit to Johnston. The Clerk reported that Cllr Ken Rowlands had advised that the sound barrier was to be installed at the park towards the end of September. It was RESOLVED to arrange a site visit following installation of the apparatus.

199.2 The Clerk confirmed that Mr Chris Payne, Head of Leisure Services was to attend the following Council meeting on 19th September 2016.

200 CITY HALL

200.1 Youth Club. Provisional drawings and a estimate of costs from Mr Wes Spees of WA Architects were received. It was RESOLVED to ascertain whether the costs could be reduced and to request clarification of the Council's present financial position in relation to the estimate.

200.2 Stage curtains. The Curtain Company e-mail of 26th July 2016 confirming that a site visit would take place on 28th September 2016 was received.

201 POST BOX AT COCYN ROWND The Clerk reported that new post box had been installed

202 WAUNFAWR

202.1 Rosie Ewbank e-mail of 1st September 2016 advising that installation of the new equipment would take place during the week commencing 19th September 2016 was received.

202.2 Remedial works. It was RESOLVED to instruct Mr Davids Murphy to remove earth and debris from the site. It was further RESOLVED to request that Pembrokeshire County Council install a recycling bin at the site and to purchase a sign from Sigma Display similar in design to the sign at the Memorial Playing Field.

203 MEMORIAL PLAYING FIELD

203.1 Replacement see-saw. It was RESOLVED to order a replacement see-saw from Playground Supplies Ltd. It was further RESOLVED to write a letter of thanks to Mr John James for the considerable amount of time and effort that he had spent in the playground recently.

204 WHITESANDS Questionnaires.

204.1 Shanu Thompson letter of 24th August 2016 suggesting that the City Council undertake responsibility for all concessions at Whitesands was received. It was RESOLVED to consider making such an application to the PCNPA pending the outcome of the Certificate of Lawfulness application relating to the ice cream kiosk.

204.2 Nicola Gandy e-mail of 26th August 2016 confirming that the enforcement complaint had been withdrawn was received.

205 ST JUSTINIANS Toilet provision. The Clerk reported that she had received confirmation from Ffion Rees, Chair of the Porthstinian Boat Owners Association that no further funds would be made available to contribute towards the cost of providing toilets through the whole of September. It was RESOLVED to instruct removal of the toilets on Friday 9th September 2016.

206 OUTSTANDING TRAFFIC MATTERS

206.1 Re-surfacing section of road leading to Feidr Pant Y Bryn. Frances Allen e-mail of 22nd July 2016 confirming that the work had been undertaken by Pembrokeshire County Council was received.

206.2 Parking obstructions and traffic congestion in High Street. It was RESOLVED that a working group comprising Cllrs Chant, Gray, James and John would meet on 22nd September at 10am in the Council Chamber to discuss the various problems associated with car parking in St Davids and present a report to the City Council on 19th October 2016.

206.3 Sign on trunk road. The Clerk reported that no further correspondence had been received from South Wales trunk road Agency to date.

206.4 Parking / waiting restrictions in Goat Street.

206.5 Sign in High Street re: One Way Traffic.

It was RESOLVED to invite officers from Pembrokeshire County Council's Highway & Construction Department to the following monthly meeting of the City Council on 3rd October 2016 in order to discuss the above outstanding matters.

207 PRECEPT Cllr Chant's query from the Extraordinary Meeting of the City Council on Monday 8th August 2016 – minute ref. 208: *"Cllr Chant informed Councillors that members of the Community Land Trust had questioned whether the City Council would consider raising a precept specifically to fund the cost of a swimming pool"*. Members considered that it would be inappropriate to suggest even a provisional answer without a realistic estimate of the costs involved.

Accounts

208 The Responsible Finance Officer reported that the Internal Audit for June and July 2016 had been completed successfully.

- 209** The accounts for June 2016 were RESOLVED to be approved and permission to pay was granted.
- 210** The accounts for August 2016 were RESOLVED to be approved and permission to pay was granted

INCOME AND EXPENDITURE JULY 2016			
Balance as at 29/07/2016		£	
	Current A/c	230686.77	
INCOME	Car Park	27862.00	
	City Hall	1648.72	
	Cafe	1821.92	
	Market stalls	615.00	
	PCC grant re playground	775.17	
	Total	32722.81	
LGA 1972 SEC137 for 2016/17 is £10840			LGA 1972 Sec 214 Cemetery
	Last month's donations	150	Total donated 2016/17 Nil
	2016/17 total	1450	
	Balance available	9540	
PAYMENTS		£	
	Admin	1622.40	Salaries: Clerk & RFO
		1483.54	NIC & IT
		241.20	Internet/telephone
		18.00	Computer service
		243.08	Copier service
		63.07	Stationery etc
	Whitesands	3474.30	Attendant's commission
	Playground	2250.00	New item
	Hall & House	278.16	Caretaker's salary
			Heat & light
		210.39	Supplies etc
		18.32	D/D Boiler service etc
	Mayor's Expenses		Travel
	St Justinians	242.88	Toilet hire & cleaning
	Miscellaneous	50.00	Flag repairs
		693.00	St Davids Nursery
		1656.00	LITE (Anchor point testing)
		988.00	PCC (3 properties)
		100.88	Dwr Cymru -(2props)
	Total	13633.22	
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INCOME AND EXPENDITURE AUGUST 2016			
Balance as at 30/08/2016		£	
	Current A/c	260737.79	
INCOME	Car Park	46000.00	
	City Hall	1149.60	
	Cafe	2277.40	
	Market stalls	1210.00	
	Rent Siop y Bobol	250.00	
	Total	50887.00	
LGA 1972 SEC137 for 2016/17 is £10840		LGA 1972 Sec 214 Cemetery	
	Last month's donations		Total donated 2016/17 Nil
	2016/17 total	1450	
	Balance available	9540	
PAYMENTS		£	
	Admin	1622.40	Salaries: Clerk & RFO
		8553.09	VAT
		413.25	Internet/telephone
		55.00	Stamps
			Stationery etc
	Whitesands	6705.00	Attendant's commission
	Playground		
	Hall & House	331.23	Caretaker's salary
		1187.25	Heat & light
		18.32	D/D Boiler service etc
	Mayor's Expenses		Travel
	St Justinians		Toilet hire & cleaning
	Miscellaneous	192.00	Banner re Jasmine
		480.00	Market stalls
		988.00	PCC (3 properties)
		100.88	Dwr Cymru -(2props)
	Total	20646.42	
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Finance

- 148** EXTERNAL AUDIT The Responsible Finance Officer reported that the audit had been completed satisfactorily.
- 149** STAFF PENSION SCHEME The Responsible Finance Officer's report detailing the Council's obligations regarding implementing a work place pension scheme was received. A copy of the report is attached to these minutes.

Correspondence:

- 211** Natashs Lee e-mail of 24th August 2016 advising that the Antiques Roadshow was to visit Pembroke Castle was received.
- 212** Shafiu Alam e-mail of 24th August 2016 advising that road works on Glasfryn Road were to commence on 5th September 2016.
- 213** Robert & Christine Griffiths e-mail of 31st August 2016 inviting Members to St Davids Bunk Barns open evening was received.

214 Reports from Members representing the Council:-

- 214.1 St Davids Carnival Association. Cllr Evans presented a verbal request for a donation on behalf of the Association. It was RESOLVED to donate £200 and to request a copy of the audited accounts.
- 214.2 St Davids Christmas Tree Association. Nothing to report.
- 214.3 St Davids Day Celebration Group. Nothing to report.
- 214.4 St Davids Day Centre for the Elderly. Cllr James presented a copy letter from Age Cymru Pembrokeshire advising that the nail cutting service in St Davids was to cease due to a lack of funding. PAVS e-mail of 30th August 2016 advising that grant funding of up to £5000 was available to groups that provide services to the elderly, in particular projects that ensure "older people stay healthy and live independently within their communities", was received. It was RESOLVED to advise the Day Centre Group to apply for funding which could be used for a replacement nail cutting service.
- 214.5 St Davids Peninsula Tourist Association. Cllr Evans reported that Cath Orchard had been appointed a Treasurer.
- 214.6 Porthclais Harbour Authority Cllr John reported that TYF were sponsored a children's fun day at the harbour on 25th July and a harbour party took place on 29th July, raising over £2500 which was divided between the charities Help For Heroes and Diabetes UK.
- 214.7 St Davids - Matsieng Lesotho Link. Cllr Taylor provided Members with the following report:
- 214.8 Youth Drop In. Nothing to report.
- 214.9 Ysgol Bro Dewi Governor. Cllr Halse reported that Mrs Mari Jones had commenced her new role as Acting Headteacher. It was RESOLVED to write a letter of welcome to Mrs Jones on behalf of the City Council.
- 214.10 Planned Community Forum. Nothing to report.
- 214.11 Porthstinan Boat Owners Association. Nothing to report further to Item 158.
- 214.12 Porthmawr Surf Life Saving Club. Cllr Gray reported that he had attended a recent meeting of the Club and confirmed that the youth section were doing incredibly well.
- 214.13 Community Land Trust. Nothing to report.

Planning:

- 215** NP/16/0 NP/16/440 Retrospective application for yurt at Felin Isaf, SA62 6QB. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact

on the surrounding area. The Council considered that the proposal would both encourage tourism and generate employment in the area, and as such would help to sustain the economic and social well being of the local community. It was RESOLVED to support the application

- 216** NP/16/438 Extend time of temporary permission for RNLI car park until 2021 at St Justinians. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.

Clerk’s business

- 217** Jasmine Joyce congratulatory banner. It was RESOLVED to take down the banner as soon as was practically possible and to gift it to Jasmine.

There being no further business the meeting closed at 9.30pm

Signed
Chair

Date

Minutes of the Second Meeting of the Council on Monday 19th September 2016 in the Council Chamber at 7.00pm

Mayor CT Taylor, Deputy Mayor BT Price, DJO Chant, ES Evans, DJH George, MC Gray, DB Halse, MGD James, FD John, JG Lloyd, RJ Thornton, S Williams with CH Gray (Clerk) and PL Evans (Responsible Finance Officer).

218 Apologies for Absence: County Councillor BD Lloyd.

219 Declarations of Interest: Members were requested to identify any declarations of personal or prejudicial interests that they might have in relation to items on the agenda.

220 Members were joined by Mr Chris Payne, Head of Leisure Services and Ms Joanne Hendy, Senior Auditor at Pembrokeshire County Council, both recently appointed as the City Council's Link Officers with Pembrokeshire County Council. Ms Hendy explained that the role of Link Officer was primarily to work alongside community councils in order to help deliver strategic objectives contained in the Wellbeing Plan due to come into force in 2018. The Plan would focus on an area's equality, health and prosperity. Mr Payne stated that the County Council was keen to communicate better with communities. The Officers confirmed that they had no budget, worked separately from the PCNPA and that they were happy to return at anytime in the future to discuss how they might assist the City Council in any way that they could.

Matters Arising

221 SKATE PARK

221.1 Please see Sinead Henehan e-mail of 19th July 2016 confirming that Pembrokeshire County Council would be prepared to maintain, insure and inspect a skate facility at Bryn Teg, subject to approval by the local residents and confirmation that the City Council would meet the installation costs, was received. It was RESOLVED to convene a meeting with residents as soon as was practically possible. Mr Payne, advised the City Council that should they wish to consider installing facilities adjacent to the Sports Hall at Ysgol Dewi Sant permission would need to be sought from the school as the land was under the management of Education rather than leisure or Housing and that there may be safeguarding issues to consider. Following thanks from the Mayor, Ms Hendy and Mr Payne left the meeting.

222 CITY HALL

222.1 Youth Club. The Clerk reported that Mr Wes Spees of WA Architects had confirmed that his fees as contained in his letter of 17th August 2016 were correct and that the present balance owed by the City Council was £540, however should the Council not wish to proceed with his services, Mr Spees would waive his fee. The clerk reported that Pembroke Design charged £75 per hour for a principal architect's services and David Havard Architects had quoted £85 per hour, both of which were greater than the £42.50 charged by Mr Spees. It was RESOLVED to instruct Mr Spees to proceed with the proposal as contained in his letter of 17th August 2016 and to request a time scale for delivery of the project stages.

223 WAUNFAWR

223.1 The Clerk reported that installation of the new equipment was due to take place on 19th September 2016.

223.2 The Clerk reported that Mr David Murphy had been instructed to remove debris from the site

- 223.3 The Clerk reported that Mr Darren Salmon had been instructed to remove overgrown gorse and brambles obstructing the entrance to the site.
- 223.4 The Responsible Finance Officer reported that grant funding of £1326.36 had been awarded to the Council by South Hook LNG's Community Fund through PAVS as a contribution towards the cost of the safety matting. It was RESOLVED to invite representatives from South Hook LNG and PAVS to the official launch of the new equipment.
- 223.5 It was further RESOLVED that the Clerk would liaise with the RFC to arrange a date for the official launch with Thursday 29th September at 5.30pm suggested as a provisional date.

224 TRAFFIC MATTERS:

- 224.1 The Clerk reported Ben Blake, Traffic Manager was only available to attend a daytime meeting on 3rd October. It was RESOLVED to invite Mr Blake to meet with Council members during the day either towards the end of October or the beginning of November together with Mr Darren Thomas, Head of Highways and Construction and Mr Marc Owen, Head of Streetcare and Car Parks.
- 224.1.1 It was further RESOLVED that Cllrs Chant, Gray, James and John would form a Car Park Committee meeting on Thursday 22nd September 2016 at 10am in the Council Chamber to prepare a summary report outlining possible candidate sites for car parks in St Davids as well as possible solutions to other matters associated traffic congestion during the summer season. The report would be presented to Members at the meeting of the Council on 17th October 2016.
- 224.2 Richard Jones letter of 7th September 2016 Response to request for St Davids City sign from Trunk Road Agency was received,
- 224.3 Lyndon Lomax copy letter (not dated) outlining his safety concerns following the recent cycle race that travelled through the centre of St Davids. It was RESOLVED to write to the Highway Authority and to the race organisers endorsing Mr Lomax's concerns and to suggest that if the race is to take place in 2017, which the Council would welcome, more robust safety measures should be put in place.
- 224.4 Anthony Harper letter of 10th August 2016 Request for No Waiting At Any Time restriction to be installed at Pen Y Garn was received and RESOLVED to be deferred to a subsequent meeting of the council on 17th October 2016.

Correspondence:

- 225 Eluned Morgan AM letter (not dated) Views / concerns of St Davids City Council was received and it was RESOLVED to invite Ms Morgan to attend a future meeting of the City Council.
- 226 Boundary Commission for Wales letter (not dated) Review of parliamentary constituencies. This item was deferred to a following meeting of the City Council.
- 227 Jonathan Rose letter of 1st August 2016 Illegally parked vehicles at Oriel Y Parc car park was received.
- 228 Hatti Woakes e-mail of 22nd August 2016 North Pembrokeshire Transport Forum membership renewal was received and it was RESOLVED to renew the City Council's membership at accost £12.
- 229 Ben Clyde-Smith e-mail of 1st September 2016 dates for Lost Cove Surf Competition 2017 was received and it was RESOLVED to allow the safety caravan to park in the car park free of charge and that the standard daily rates for parking would apply to competitors and spectators.
- 230 Alan York E-mail of 2nd September 2016 Asylum seeker / refugee weekend was received and it was RESOLVED that the City Council would contribute up to £60 towards the cost of providing a meal for the refugees.
- 231 Bev Rodriguez e-mail of 2nd September 2016 Police availability at public events was received and it was RESOLVED to defer the item for further discussion at the following council meeting pending advice from the Highway Authority.
- 232 Sue Preece e-mail of 3rd September 2016 Planting flower troughs was received and it was RESOLVED to order £100 worth of winter plants to be planted in the City Council's troughs.

- 232.1 It was further RESOLVED to continue the present flower planting arrangements with both the volunteers and Pembrokeshire County Council in 2017 which would see the County Council continue to plant and maintain the flower beds in the Memorial Garden and the volunteers continuing to plant and maintain flower troughs at Cross Square, Lloyds Bank and City Hall.
- 233** Liz Thomas e-mail of 7th September 2016 Funding from WAG Rural Development Programme was received.
- 234** Linzi Morris e-mail of 13th September 2016 Ysgol Dewi Sant council representatives was received and it was RESOLVED to invite representatives of the school council to attend the monthly meeting of the City Council on 7th November 2016.
- 235** Greth King e-mail of 14th September 2016 RNLI Youth Education programme at Whitesands was received and it was RESOLVED to allow four RNLI staff members free parking spaces at Whitesands from 19 to 23rd September 2016.

Planning:

- 236** NP/16/457 Remove existing extension and replace with pitched roof at 35 Goat Street, SA62 6RF. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.
- 237** NP/16/479 Variation of condition relating to roof light at Greenhill, Caerfachell, SA62 6XG. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.
- 238** NP/16/447 Single storey extension to rear of 27 Goat Street, S62 6RF. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.
- 239** NP/16/448 Single storey extension to rear of 27 Goat Street, S62 6RF. Listed building application. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.
- 240** NP/16/484 Remove holiday let restriction at 34-36 High Street, SA62 6SB. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.
- 241** NP/16/480 Raise existing roof by 950mm, add two dormers to front elevation, remove existing single storey rear extensions & replace with a two storey rear extension including covered balcony at Miskin Manor, Fachelich, SA62 6QL. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.
- 242** NP/16/348 Erection of 9m antenna mast for RNLI Station at St Justinians. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.

Clerk's Business:

- 243** Council presentation shields and ties. CH Munday Ltd e-mail of 23rd August 2016 was received and it was RESOLVED to order 40 shields at a cost of £983.75 + VAT. It was further RESOLVED defer the purchase of ties to the following meeting of the City Council pending additional quotes.

244 Temporary clerk - maternity cover.

Clerk to St Davids City Council (Maternity Cover)
 Details are available on www.stdavids.gov.uk
 or contact St Davids City Council
 01437 721 137 for an application form (available in Welsh upon request).

The general conditions are:-

1. Terms of employment will be based on the standard Society of Local Council Clerk’s Contract of Employment (37 hours per week).
2. Pay is based on National Association of Local Council’s scale LC1 spinal point 18 - 21 currently £17,891 - £19,939 pa pro rata, dependant on experience.
3. Start Date: 7th November to provide maternity cover for approximately 9-12 months.

Please send your completed application form with a hand written covering letter and any supporting information you may wish to present to -St Davids City Council, City Hall, High Street, St Davids, Pembrokeshire, SA62 6SD. Applications to be returned by 12 noon on 3rd October 2016.

The Clerk reported that the above advert been sent for publication in The County Echo at a cost of £72 + VAT.

245 Civic reception - catering. The Clerk was instructed to obtain quotes for catering for the event from Tracy Foster, Richard Davies, Jono Voyce, Stephanie Jones and St Davids Kitchen.

246 Aberfan disaster. The Clerk informed Members that 21st October 2016 would mark the 50th anniversary of the disaster and the item would be included for discussion on the next agenda.

There being no further business the meeting closed at 9.05pm

Signed
Chair

Date