

Minutes of the Monthly Meeting of the Council on Monday 6th November 2017 in the Council Chamber at 7.00pm

Present: Mayor BT Price, Deputy Mayor MJ Chant, ES Evans, MC Gray, DJ Griffiths, DB Halse, FD John, JG Lloyd, BS Sehmi, RT Thornton, S Williams with CH Gray, JE Foster (Clerks) and PL Evans (Responsible Finance Officer).

313 Apologies for Absence: DJH George.

314 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.

315 Confirmation of Minutes for:-

315.1 The Council Monthly Meeting on Tuesday 3rd October 2017 were RESOLVED to be approved.

315.2 The Second Meeting of the Month on Monday 23rd October 2017 were RESOLVED to be approved.

Matters Arising

316 DIARY DATES the following diary dates were received and duly noted:

316.1 Free Planning Training on Friday 10th November 2017 at 2.00pm in County Hall.

316.2 Remembrance Sunday – 12th November 2017 at 10.25am in Oriel Y Parc car park.

316.3 Representatives of the Ysgol Dewi Sant School Council confirmed their attendance at the meeting of the City Council on 20th November.

317 WELL-BEING FUTURE GENERATIONS (WALES) ACT 2015 – Well-being plan. Members were joined by Mr Nick Evans of Pembrokeshire County Council to discuss the Public Services Board (PSB) draft consultation document and the implications for the City Council. Mr Evans confirmed that the new Act places a duty on certain community and town councils to take all reasonable steps towards meeting the local objectives included in the local well-being plan that has effect in their areas. A community or town council is subject to that duty only if its gross income or expenditure was at least £200,000 for each of the three financial years preceding the year in which the local well-being plan is published. If a community or town council is subject to the duty, it must publish a report annually detailing its progress in meeting the objectives contained in the local well-being plan. Cllr Halse informed Mr Evans that the City Council was already undertaking financial responsibility for several services that had been reduced or discontinued by the County Council. Cllr Evans asked what consequences could the City Council face if it failed to comply with the new legislation? Mr Evans suggested that the Auditor General may not approve. It was RESOLVED that the Responsible Finance Officer would ascertain whether the City Council had exceeded the required amount for the financial years of 2015/16, 2016/17 and whether it was likely to do so in 2017/18, and to report back to Members at the following meeting on 20th November 2017. The Mayor thanked Mr Evans for attending the meeting and Mr Evans then left the Council Chamber.

318 ACROBATICS GROUP – The Clerk advised members that Ms Anne Curran would attend the next meeting of the City Council on Monday 20th November in order to discuss the cost and set up of the possible new group.

319 SKATE PARK Following the Public Consultation meeting on 1st November, it had become apparent that the proposed design for facilities at Waun Fawr were incredibly similar to the facilities in Solva. It

was also apparent that the majority of skaters in the locality would appreciate a half pipe being installed as a key feature of the design. It was RESOLVED to request a new design from Rhino Ramps that was different to the layout at Solva, including a half pipe, but did not exceed the total budget of £45,000, £17,000 of which was already earmarked for the ground works. It was further RESOLVED to seek confirmation that the installation of a half pipe would not require planning permission.

320 WEBSITE UPGRADE Members were advised that the Clerks had received training in relation to administering the website and that it was anticipated that the new site would go live on Monday 20th November. The Clerks would meet with Web Adept to finalise the content of the website on Tuesday 7th November.

321 TRAFFIC MATTERS

321.1 Speed limit in Nun Street – John Price e-mail of 11th October 2017 confirming that a Traffic Regulations Order subjecting the road to a 20mph limit had been enforced was received.

321.2 Whitesands Road – Gavin Pritchard email of 1st November 2017 confirming that the County Council as Highway Authority was unable to consider the City Council's request for the installation of bollards on the verge near Ffynnon Feiddog was received.

321.3 Proposed pavement at Quickwell Hill – Richard Hayward letter of 30th October 2017 was received. It was RESOLVED to support the request for the dedication of a pavement.

321.4 Dr Maria Atkins e-mail of 20th October 2016 Single line restriction, Goat Street was received. It was RESOLVED to request that the Highway Authority reinstate the single line restriction back to its original position further down the road.

321.5 Glasfryn Road signs. It was RESOLVED to request that additional signage be placed on the A487 Fishguard Road advising traffic of the impending bypass along Glasfryn Road.

322 ST DAVIDS FORMER POLICE STATION Sale of St Davids Former Police Station. The Clerk advised members that a site visit of the property had been arranged for Friday 10th November 2017 at 2.00pm.

323 CITY HALL

323.1 Kitchen roof repair. Cllr Sehmi advised members that in his opinion the lower guttering was inadequate which was exacerbating the leak and reported that he had met with Mr Nick Price on site to discuss the matter. It was RESOLVED to request that Mr Nick Price replace the inadequate guttering as per his discussion with Cllr Sehmi.

NB Mr Price had informed the Clerk that he was not certain that this would remedy the problem.

323.2 Kitchen cooker extraction fan. It was RESOLVED to request that Mr Simon Morgan undertake the necessary repair work. It was further RESOLVED to replace the external covers of the extraction fan.

323.3 Kitchen water boiler. It was RESOLVED to request that Mr Adam John adjust the thermostat to the correct temperature.

323.4 Gas alarm protection system. It was RESOLVED to purchase and install an alarm for the kitchen.

324 FLOWER PROVISION 2018

324.1 Katie Daly e-mail of 26th October 2017 advising that the cost for flower provision in 2018 would be £239.87 was received and it was RESOLVED to proceed with the order.

324.2 Flower troughs Cross Square – Cllr John's request for the troughs to be painted in the Spring was approved. It was RESOLVED to grant Cllr John permission to purchase paint from Mathias.

Accounts

- 325** The Responsible Finance Officer reported that the Internal Audit for September 2017 had been completed successfully.
- 326** The accounts for October 2017 were RESOLVED to be approved and permission to pay was granted.

INCOME AND EXPENDITURE OCTOBER 2017

Balance as at 31.10.2017 £
Current A/c 202902.63

INCOME

Car Park	9200.00
City Hall	562.98
Cafe	2277.40
Market stalls	500.00

Total 12540.38

LGA 1972 SEC137 for 2017/18 is £11196	
Last month's donations	400
2017/18 total	3100
Balance available	8096

LGA 1972 Sec 214 Cemetery
Total donated 2017/18

PAYMENTS

	£
Admin	3036.80
	538.20
	175.99
	125.98
	99.96
	60.28
Whitesands	1380.00
	1027.30
Playground	
Hall & House	255.69
	232.45
	21.42

Salaries: Clerk, Asst & RFO
Final instalment re new website
Internet/telephone
Stationery etc
Computer maintenance
Pension contributions
Attendant's commission
Café fire regs

Caretaker's salary
Gas

D/D Boiler service etc

Mayor's Expenses	1000.00
St Justinians	298.08
Miscellaneous	3078.44
	1129.00
	152.28
	320.00
	1656.00
	255.23

Contrib re Mayor's buffet
Toilet hire & cleaning
HMRC (NIC & IT)
PCC (3 properties)
Dwr Cymru -(2pro (inc fountain)
Market stalls
LITE - bolt testing
Xmas expenses

Total 14843.10

327 DONATIONS:**327.1 Requests**

327.1.1 St Davids Peninsula Community Land Trust e-mail of 4th October 2017 was received together with Paul Egan of One Voice Wales email of 1st November 2017 advising that while the City Council could use the power of Wellbeing to make a grant to the CLT, it would need to be sure that it would be supported by the majority of electors which would likely be problematic given the nature of the forthcoming planning application. It was RESOLVED to decline the request for the present but to reconsider a donation to the CLT once the proposed planning application for the Glasfryn Road site has been dealt with.

327.1.2 VC Gallery e-mail of 4th October 2017 was received.

327.1.3 Penknife Club e-mail of 16th October 2017 was received and it was RESOLVED to donate £200.

327.2 Thanks

327.2.1 Marie Curie letter of 27th October 2017 was received.

Correspondence:

328 Julia Horton-Powdrill e-mail of 27th September 2017 Food and plant market. It was RESOLVED to allow a food and plant market to be held on both Saturday 30th June and Sunday 1st July on the Cross Square.

329 Sing for Samaritans e-mail of 1st October 2017 Christmas appeal. It was RESOLVED to include an article in the newsletter, put a copy of the poster on the City Council facebook page and to display a poster outside the City Hall.

330 Solva Community Council e-mail of 13 October 2016 Request to for loan of market stalls. It was RESOLVED to grant permission for Solva Community Council to use the market stalls free of charge providing that the Community Council liaise with Mr Idwal Phillips to arrange collection and cleaning of the stalls following their use at a cost of £100.

331 Steve Halsall letter of 16th October 2017 The 2018 review of parliamentary constituencies in Wales revised proposals was received and it was RESOLVED to resubmit the City Council's objection to the proposals.

332 Steve Turner e-mail of 16th October 2017 Cambridge –Oxford Owners Club Road Run received and it was RESOLVED to advise Mr Turner to contact the St Davids RFC with a view to using their car park.

333 DR SP Jones letter of 24th October 2017 Meeting of Town Councils received and it was RESOLVED for both Clerks to attend the meeting on Friday 1st December.

334 John Collier email of 24th October 2017 Soap Box Derby was received and it was RESOLVED to arrange a meeting with Mr Collier for the evening of Thursday 16th November in the Council Chamber.

335 Claire Jones letter 26th October 2017 Appointment of Community Councillor Representatives was received.

336 Natalie Collins e-mail of 27th October 2017 Invitation to Green Infrastructure Workshop was received.

337 Reports from Members representing the Council:-

337.1 St Davids Carnival Association. Cllr Evans informed members that the association had £3000 for next year's event. The association is still running, however there is only a small number of members left on the committee. It was RESOLVED for the Clerk to confirm that Cllr Chant and Cllr Griffiths are the Council representatives for the association and to request the date of the next meeting.

- 337.2 St Davids Christmas Tree Association. The Mayor reported that the next meeting was being held on Thursday 9th November 2017 at 7.00pm in the Grove Hotel.
- 337.3 St Davids Day Celebration Group. The Clerk advised members that a meeting would be arranged in the New Year.
- 337.4 St Davids Day Centre for the Elderly. Cllr Williams reported that the group had a busy schedule from now until the New Year.
- 337.5 St Davids Peninsula Tourist Association. Cllr Evans informed members that the next meeting was being held on Wednesday 8th November at 7.30pm in the Memorial Hall, and that the AGM was being held on Wednesday 22nd November at 6.30pm in the Memorial Hall. Cllr Evans advised members that following the AGM, the association would be having a meal at the Bug Farm. Cllr Evans further informed members that Rona Liggitt would be standing down as Secretary of the association at the AGM and a new Secretary was being sort.
- 337.6 Porthclais Harbour Authority. Cllr John reported that the storms had caused a lot of damage at Porthclais Harbour.
- 337.7 St Davids - Matsieng Lesotho Link. The Responsible Finance Officer informed members that the AGM was held at the end of October and that a coffee morning would be held in January to raise money for pupils of Ysgol Dewi Sant to visit Lesotho.
- 337.8 Youth Drop In. Cllr John reported that there had been some damage to the roof and windows in the hall. The Mayor and Cllr John agreed to attend the next Youth Club session on Thursday. It was RESOLVED that the Clerk would contact Pembrokeshire County Council Youth Service to request that supervision of the club members be improved.
- 337.9 Ysgol Bro Dewi Governor. Cllr Evans enquired whether St Davids City Council would still be asked to nominate a representative once a permanent Governing Body had been formed for the new 3-16 school. Cllr Halse stated that he did not think that this was the case, but would clarify this at the next meeting.
- 337.10 Planed Community Forum. Cllr Sehmi advised members that he attended a meeting last week and that a funding fair was being held on Wednesday 15th November in Narberth.
- 337.11 Porthstinan Boat Owners Association. Cllr Gray enquired whether any information had been received recently regarding the future use of the Original Boathouse. The Clerk confirmed that no formal information had been received from the PBOA and that she would attempt to notify members of any progress at the following monthly meeting.
- 337.12 Porthmawr Surf Life Saving Club. Cllr Gray informed members that RNLI lifeguards had now finished for the winter.
- 337.13 Community Land Trust. Cllr Evans reported that the next meeting was due to be held on Thursday 23rd November at 7.30pm in the Rugby Club.
- 337.14 Bws Y Bobl. Cllr Gray informed members that the new bus would be ready in December.
- 337.15 Music and Arts Festival. Nothing to report.
- 337.16 City of Culture. Mike Cavanagh email of 23rd October 2017 was received and the Clerk reminded the Council that they had previously RESOLVED to contribute £2,500 towards to the Interreg Wales/Ireland project should the bidding be successful.

Planning:

- 338** NP/17/0600 New dwelling at Waun Y Beddau, Berea, SA62 6DB. 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.
- 339** PB Jones letter of 12th October 2017 Pre-application Consultation at Porthclais Farm, SA62 6RR was received and it was RESOLVED to await a full planning application before making any comment.

Any Other Business It was agreed to include the following items on the next agenda.

- 340** Cllr Gray – Jom stones on Glasfryn Road.
- 341** Cllr John – Trunk road sign.
- 342** Cllr John – Additional car parking.
- 343** Cllr John – Sign prohibiting buses on St Justinians Road past Merrivale.
- 344** Cllr John – Street lighting adjacent to the Old Police Station.

There being no further business the meeting closed at 9.05pm

Signed
Chair

Date

Minutes of the Second Monthly Meeting of the Council on Monday 20th November 2017 in the Council Chamber at 7.00pm

Present: Mayor BT Price, Deputy Mayor MJ Chant, ES Evans, MC Gray, DB Halse, FD John, JG Lloyd, BS Sehmi, RT Thornton, S Williams with CH Gray, JE Foster (Clerks) and PL Evans (Responsible Finance Officer).

Also present were representatives of the Ysgol Dewi Sant School Council Megan James and Billy Marsh. (*Miss James and Mr Marsh left the meeting at 7.50pm*).

345 Apologies for Absence: DJH George, DJ Griffiths.

346 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.

Matters Arising

347 DIARY DATES The following date was received and duly noted:

347.1 Meeting regarding a Soap Box Derby on Thursday 23rd November 2017 at 11.00am in the Council Chamber with John Collier.

348 WELL-BEING FUTURE GENERATIONS (WALES) ACT 2015 Well Being Plan. The Responsible Finance Officer informed members that for 2015/2016 and 2016/2017 the City Council's gross income or expenditure was at least £200,000 and so over the threshold. The Responsible Finance Officer advised members that it would be prudent to consider doing an annual report in line with the Local Well Being Plan as the Council will more than likely continue to be over the threshold in the next financial year. It was RESOLVED to proceed with an annual report.

349 ACROBATICS GROUP – Members were joined by Ms Anne Curran to discuss the cost and set up of the possible new group. Ms Curran informed members that a two hour workshop with No Fit State would cost £347.40 and a three hour workshop would cost £764.40. Ms Curran hoped to acquire a space whether it be the Sports Hall or the City Hall to hold the acrobatics class and was looking to seek any financial assistance at all from the City Council. Ms Curran informed members that she would provide additional information to the Clerk in order for the matter to be discussed in further detail at the next meeting. The Mayor thanked Ms Curran for attending and Ms Curran then left the Council Chamber. It was RESOLVED to include this item on the next agenda.

350 ST DAVIDS CARNIVAL ASSOCIATION Keeley Rose email of 14th November 2017 was received and it was RESOLVED that Cllr Chant and Cllr Griffiths would meet with Ms Rose to discuss the future of the association.

351 SKATE PARK It was RESOLVED to proceed with the installation of skate park facilities at Waun Fawr as contained in option 2 of Rhino Ramps email of 16th November 2017 at a cost of £28,097. A copy of the design is attached to these minutes. It was further RESOLVED to instruct Mr David Murphy to proceed with the ground works as contained in his email of 19th June 2017 at a cost of £16,279.73. *NB The installation of option 2 allows sufficient room for the installation of additional equipment during a secondary phase pending sufficient fundraising by the skating community.*

351.1 The Council RESOLVED to request that Mr David Murphy transport the redundant jom stones from Glasfryn Road to Waun Fawr.

352 NEW WEBSITE Angus Findlay email of 13th November 2017 Service Level Agreement was received and it was RESOLVED to proceed with option A, with a view to increasing to option B if necessary.

- 353** ST DAVIDS FORMER POLICE STATION Sale of St Davids Former Police Station. Following site visit of the property on Wednesday 15th November 2017 at 2pm, it was RESOLVED to obtain an independent valuation of the property from JJ Morris.
- 354** TRAFFIC MATTERS The Clerk advised members that a comprehensive list of all outstanding traffic matters would be included on the agenda for the next meeting of the City Council on Monday 4th December 2017.

WHITESANDS BAY CAR PARK			Season 2017		Season 2016	
Activity Summary:						
	Cars	(Main Car Park)	24591			25683
	Cars 3pm		1696			2359
	Cars	(Overflow field)	3600			3711
	Minibuses		126			106
	Buses		22			19
	M/Cycles		39			33
	Disabled		6254	35328		4775
	People count		147296			141910
Income:						
	(Gross)	inc S/T	187567.00			187044.00
	VAT		31261.17			31174.00
	Net		156305.83			155870.00
	Residents passes	£4216	Number of passes issued		527	
	Season tickets	£7460	Number of tickets issued		113	
	Disabled season tickets	£600	Number of tickets issued		15	
	Weekly tickets	£1020	Number of tickets issued		51	
Expenses:						
	Commission		28244.55			28486.60
	Printing		1278.07			899.95
	Resurfacing/ fencing					7344.00
	PCC		7117.50			5824.00
	Sundries		161.78			
	Nash Bros		7380.00			7484.55
	Total		44181.90			50039.10
SUMMARY:						
	Gross takings		187567.00			187044
	Less					
	VAT	31261.17			31174.00	
	Expenses	44181.90	75443.07		50039.10	81213.10
	Net Income		112123.93			105830.90
Overflow Field						
		(Figures included above)				
	Cars		3600			3711
	Income		18000.00			18255
	Less VAT	3000.00			3042.5	
	Less commission	2700.00	5700.00		2738.25	5780.75
	Net		12300.00			12474.25
	Due to Nash Bros 60%		34380.00			7484.55
	Council 40%		4920.00			4989.70
	Total		12300.00			12474.25

355 ANNUAL REVIEW OF WHITESANDS CAR PARK

355.1 The Responsible Finance Officer presented the annual car park accounts together with his report both of which were received with thanks from the Mayor and Council. The report is summarised below.

WHITESANDS CAR PARK REVIEW 2017 - The total number of vehicles was slightly down by some 1300 on the previous season. Whilst the period of July, August, and September was average, October was very good indeed and helped the overall figures. The cold spring and very little 'summer' did not help either. Hence the small reduction in numbers. The sale of Residents Passes and Season Tickets continues to grow and helped to boost the takings at the start of the season. Last year £12451; this year £13696. The reduction in fees after 3pm and the introduction of the Weekly Ticket has been seen as a worthwhile innovation, giving our clients more choice. There have been good comments about the weekly ticket concession. The gross income including the season tickets was virtually the same as 2016 at £187k, and the commission paid to Peter Lavin was £28244. Peter has done a first class job for the Council again this year. Last year's figures included the cost of partially resurfacing the car park back in 2015. You will recall that the invoice was not received until 2016. So taking that into account, the net result was more or less the same as 2016. After VAT and the other overheads the net income was £112123, an increase of £7k on the previous year, which was the cost of the resurfacing. The overflow car park numbers were also down, and there is therefore a sum of £7380 due to the Nash Bros which will need to be authorised before payment is made. We do keep a record of visitor numbers provided by Peter. Obviously this can only be a guesstimate due to the flow of people coming and going throughout a given day, but these are up by 3.5% at 147k. That is my report Madam Mayor. My recommendation to the Council is that we continue our charges for the 2018 season at the same level as this year all round, but we will need to look closely at charges for some of our services at this time next year in order to maintain our income levels, which at the end of the day give us the means to provide our services to the community.

355.2 Approval of commission to be paid to Messrs G and R Nash. It was RESOLVED to approve the commission of £7380 and permission to pay was granted.

355.3 Permission to purchase tickets and residents' passes for the 2018 season. It was RESOLVED to approve and permission was granted to purchase the tickets and residents' passes. It was further RESOLVED to reduce the ticket prices by 25% from 1st March to Easter and for the entire month of October.

355.4 Planning application for concessions. It was RESOLVED to proceed with the planning application for three concessions (including the Ice Cream Kiosk) at Whitesands car park.

356 DONATIONS:

356.1 Annual Donations

356.1.1 Tretio, Berea, Caerfachell chapels. It was RESOLVED to donate £200 to each of the chapels.

356.1.2 St Davids cemetery. It was RESOLVED to donate £800.

356.1.3 British Legion. It was RESOLVED to donate £50.

Correspondence:

357 Westminster Briefing e-mail of 1st November 2017 Women in Local Government Conference was received.

358 Benjamin Clyde-Smith e-mail of 5th November 2017 Lost Cove 2018 was received.

- 359** Pembrokeshire County Council e-mail of 9th November 2017 Local Development Plan 2 was received.
- 360** Councillor Thornton e-mail of 12th November 2017 Community Council's Charter was received.
- 361** One Voice Wales e-mail of 13th November 2017 Written statement 21st Century Schools and Education Programme was received and it was RESOLVED to request a report from County Councillor, David Lloyd regarding the possibility of obtaining additional funding for the new 3-6 VA school.

Planning:

- 362** NP/17//0612 Variation of condition 2 of NP/14/0623 to provide 3 holiday letting units, new stone wall and veranda, alterations of parking arrangements and general alterations to scheme at Upper Porthmawr, SA62 6PS. 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.
- 363** NP/17/0637 Single storey rear extension at, raised roof and 2 rear dormer windows at 24 Catherine Street. 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.
- 364** Meurig Nicholas letter of 13th November 2017 Public Footpath PP86/42 Proposed Diversion Order at St Justinians. It was RESOLVED to support the application.

Clerk's Business:

- 365** SLCC Membership – It was RESOLVED to renew the membership at a cost of £177.
- 366** Confirmation of meeting with Link Officers on Friday 1st December – Kirstie Thomas email of 15th November 2017 was received.
- 367** Appointment of Deputy Clerk. This item, being a matter of contract was agreed to be deferred to the end of the meeting when under section 100 (A) of the Local Government Act 1972, it was RESOLVED that the public and press be excluded from the meeting for this item on the grounds that it involves the likely disclosure of exempt information.

Any Other Business It was agreed to include the following item on the next agenda.

- 368** Cllr John – Anti-bullying policy.
- 369** Cllr Price – Presentation gifts to Canon Dorrien Davies. It was agreed to present Canon Dorrien with a shield and a gift from Goat Street Gallery at a cost of £100 and to present flowers to Mrs Rosie Davies at the Christmas Lighting Ceremony on Saturday 2nd December.
- 370** Cllr Evans reminded members that the Tourist Association and CLT were meeting on 22nd and 23rd November respectively.

There being no further business the meeting closed at 8.40pm

Signed

Chair

Date