

**Minutes of the Monthly Meeting of the Council on Monday 4<sup>th</sup> November 2019 in the Council Chamber at 7.00pm**

**Present:** Mayor MJ Chant, Deputy Mayor FD John, DJH George, DB Halse, JG Lloyd, BS Sehmi, RT Thornton, S Williams, AC York with CH Gray, JE Foster, W Mann (Clerks) and PL Evans (Responsible Finance Officer).

**298 Apologies for Absence:** ES Evans, DJ Griffiths, BT Price.

**299 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.

299.1 Cllr Thornton declared a personal interest in relation to Item 313.1.1.2

**300 Confirmation of Minutes for:-**

300.1 The Council Monthly Meeting on Monday 7<sup>th</sup> October 2019 were RESOLVED to be approved.

300.2 The Second meeting of the Month on Monday 21<sup>st</sup> October 2019 were RESOLVED to be approved.

**Matters Arising**

**301 DIARY DATES**

301.1 Remembrance Parade on Sunday 10<sup>th</sup> November 2019 at 10.20am at Oriel Y Parc car park.

301.2 Bus pass renewal drop in advice session in St Davids Library from 2.00pm to 5.00pm on Tuesday 12<sup>th</sup> November 2019.

**302 GLASFRYN ROAD DEVELOPMENT** Members were joined by Mr Paul Morgan, Managing Director of Morgan Construction. The company are based in Carmarthenshire and were contracted by Millbay homes to build the houses. Mr Morgan Top confirmed that it had already been agreed that residual top soil could be utilised for the turf at Waun Fawr and that he would be prepared to consider facilitating a raised track around the Waun Fawr field for cyclists/scooters etc. Cllr Lloyd had previously raised the problem of drainage at the Ysgol Penrhyn Dewi Non Campus' sports field. Mr Morgan confirmed that a drainage solution would need to be looked at by a specialist and was beyond his financial remit.

302.1 Community infrastructure levy – Eirian Forest e-mail of 23<sup>rd</sup> October 2019 together with County Councillor Lloyd response was received. Cllr Lloyd informed members that Section 106 monies will be spent across the three sites, with an additional two classrooms being built at the Dewi campus. The monies will also be spent on different elements throughout St Davids, not only the school, for example highways etc.

**303 TOUR OF PEMBROKESHIRE** Members were joined by Peter Walker to discuss the route and arrangements for 2020. Originally held at Oriel Y Parc/Grove. County Council would prefer to see the event in St Davids and would pass through St Davids too early to benefit the City. Cycle stops have been put online to encourage cyclists to stay locally and places which will be cyclist friendly. Offer local businesses the chance to be part of the event. Roughly 4,500 people will be involved, street food stalls could be set up to cater for this. The date of the event was Friday 15<sup>th</sup> May, Saturday 16<sup>th</sup> May. It was RESOLVED to include the press release in the City News and to arrange a market at the Cross Square during the event. The event will utilise Ysgol Penrhyn Dewi – Dewi Campus for toilets, parking, food, stalls and so forth.

**304 TRAFFIC MATTERS**

304.1 Coach congestion at Cross Square. The Clerk confirmed that the Meeting on Wednesday 6<sup>th</sup> November 2019 at 2.00pm in the Council Chamber was deferred due to unforeseen circumstance. It was RESOLVED to be postponed until after Christmas with a date to be confirmed at the subsequent meeting of the Council.

304.2 Winter timetable – coastal buses. Ian Panton e-mail of 29<sup>th</sup> October 2019 was received.

304.3 St Justinians – Darren Thomas e-mail of 28<sup>th</sup> October 2019 confirming receipt of additional photographs of parking congestions submitted by Rhys Price e-mail of same date.

**305 COUNCIL PROPERTY**

305.1 City Hall flooring renovations the Clerk confirmed that the City Hall premise will be closed from Saturday 16<sup>th</sup> November until Sunday 24<sup>th</sup> November 2019, re-opening on Monday 25<sup>th</sup> November 2019.

**306 EMERGENCY PLANNING COMMITTEE** Meeting date was RESOLVED to be deferred to a subsequent meeting of the City Council.

**307 DARK SKIES / BEE FRIENDLY GROUP** Hannah Buck and Jess Morgan have confirmed their attendance at a meeting of the City Council on Monday 9<sup>th</sup> December 2019 to discuss establishing a bee friendly group, dark skies and the One City Challenge.

**308 HISTORICAL BLUE PLAQUES** Cllr Thornton e-mail of 22<sup>nd</sup> October 2019 was received. Cllr Sehmi informed Members that the St Davids & Dewisland Historical Society had agreed to provide names of famous people with historical connections to Tyddewi.

**309 DELIVERING A HEALTHIER PEMBROKESHIRE** Mr Jon Adams and Ms Michelle Copeman of Hywel Dda Health Board confirmed their attendance at a meeting of the City Council on Monday 20<sup>th</sup> January 2020.

**310 ELUNED MORGAN AM** Eluned Morgan e-mail of 29<sup>th</sup> October 2019 Update on shared rural network for mobile operators was received.

**Accounts**

**311** The Responsible Finance Officer reported that the Internal Audit for September 2019 had been completed successfully.

**312** The accounts for October 2019 were RESOLVED to be approved and permission was granted to pay.

## INCOME AND EXPENDITURE OCTOBER 2019

<b>Balance as at 29/10/2019</b>		£					
	Current A/c	114625.64					
<b>INCOME</b>	Car Park	8305.00					
	City Hall	535.50					
	Cafe	4200.00					
	Market stalls	315.00					
	<b>Total</b>	<b>13355.50</b>					
LGA 1972 SEC 137 2018/19 £11624				LGA 1972 Sec 214 Cemetery			
Last month's donations				Total donated 2018/19		1400	
2019/20	total	650.00					
Balance available		10974.00					
<b>PAYMENTS</b>		£					
	Admin	3119.62		Salaries: Clerk, Asst & RFO			
		249.39		Nest Pensions			
		84.40		Internet/telephone			
		106.80		Website			
		257.73		Stationery etc			
		2922.81		Qurtly NIC & IT			
		30.00		Framing Mayor's photo			
	Whitesands	1245.75		Attendant's commission			
	Playground						
	Skate Park						
	Hall & House	150.61		Caretaker's salary			
		15.00		Window cleaning			
		21.35		D/D Boiler service etc			
		1136.01		Heat & Light			
		82.78		Cleaning supplies			
		257.83		Chubb Fire			
	Mayor/Councillors expenses						
	St Justinians	259.20		Toilet hire			
				Toilet cleaning			
	Miscellaneous	300.00		Market stalls			
		551.48		Display boards			
		250.00		Pool Table trolley			
		1214.00		PCC ( Council tax (3))			
		122.28		Dwr Cymru			
		200.48		Xmas supplies			
Minutes 2019 / 2020		194.99	58	Wood re New Mayor's board			
	<b>Total</b>	<b>12772.51</b>					

**313.1 DONATIONS:**

**313.1.1 Requests**

313.1.1.1 RAFA Club e-mail of 31<sup>st</sup> October 2019. It was RESOLVED to donate £100.

313.1.1.2 St Davids Be-frienders. It was RESOLVED to donate £300.

**313.1.2 Annual Donations**

313.1.2.1 Tretio, Berea, Caerfachell chapels (£200). It was RESOLVED to donate £200.

313.1.2.2 St Davids cemetery (£800). It was RESOLVED to donate £800

313.1.2.3 British Legion (£50). It was RESOLVED to donate £50.

313.1.2.4 Podiatry service donation. It was RESOLVED to donate £500.

**Correspondence:**

**314** Angela Vincent-Hine letter of 16<sup>th</sup> October 2019 Request to use the City Hall for a Tea Dance. It was RESOLVED to support the event.

**315** One Voice Wales e-mail of 18<sup>th</sup> October 2019 Charter for partnership working between Pembrokeshire County Council and Town and Community Councils was received. *NB A hard copy of the charter is available in the Council Chamber.*

**316** One Voice Wales e-mail of 23<sup>rd</sup> October 2019 Managing green spaces for bio-diversity was received.

**317** Peter Peacock e-mail of 25<sup>th</sup> October 2019 Request to use the City Hall for a not for profit music event was received.

**318** Val Buick e-mails of 28<sup>th</sup> October and 1<sup>st</sup> November 2019 Community plastic recycling scheme was received. It was RESOLVED to write to Mrs Buick thank her and the Eco Group for their hard work.

**319** Michael Shuster e-mail of 30<sup>th</sup> October 2019 Better Local Communications and Engagement was received.

**320** One Voice Wales e-mail of 31<sup>st</sup> October 2019 Guidance on securing biodiversity enhancements in developments proposals was received.

**321 Reports from Members representing the Council:-**

321.1 St Davids Christmas Tree Association. Cllr Thornton reported that a meeting was held on 17<sup>th</sup> October, preparations were in hand and the next meeting was to take place on Wednesday 6<sup>th</sup> November.

321.2 St Davids Day Celebration Group. Nothing to report.

321.3 St Davids Day Centre for the Elderly. Cllr Williams reported that the group had met back after half term and enjoyed a good attendance.

321.4 St Davids Peninsula Tourist Association. Nothing to report.

321.5 Porthclais Harbour Authority. Cllr John reports that the Authority's AGM was to take place on 20<sup>th</sup> November. A tea for the elderly was to be held in Mathry on 28<sup>th</sup> December.

321.6 St Davids - Matsieng Lesotho Link. Minutes of the St Davids and Matsieng Link Group AGM on Tuesday 15<sup>th</sup> October 2019 were received.

321.7 Youth Drop In. Cllr John reported that the group was running well with a lot of children still attending.

321.8 Ysgol Penrhyn Dewi Governor. Cllr Halse reported that the Senior carol service was to take place on 17<sup>th</sup> December and Junior on 13<sup>th</sup> December at Cathedral with times to be confirmed.

321.9 St Davids Community Forum. Cllr Sehmi reported that the AGM was due to be held on 7<sup>th</sup> November with a charity fundraising wine tasting event taking place on 28<sup>th</sup> November.

- 321.10 Porthstinan Boat Owners Association. A copy of draft minutes of the St Justinians Stakeholders meeting on Wednesday 2<sup>nd</sup> October 2019 was received.
- 321.11 Porthmawr Surf Life Saving Club. Nothing to report.
- 321.12 Bws Y Bobl. Cllr George reported that the Bws had sustained damage to the driver's door due to bad weather.
- 321.13 Music and Arts Festival. Nothing to report.
- 321.14 Re-discovering Ancient Connections. Ruth Jones e-mail of 30<sup>th</sup> October 2019 was received. A subsequent public meeting on 30<sup>th</sup> November to determine the location of the sculpture.
- 321.15 Coffee and Chat. Cllr John reported that the session would take place in Curtis House on 20<sup>th</sup> November 2019 due to the temporary closure of the City Hall.
- 321.16 One Voice Wales. Cllr Thornton reported that the next meeting was to take place on 20<sup>th</sup> January. The new Democracy Act will stipulate that the City Council will have to have an annual report and Members will have to undergo mandatory training.
- 321.17 St Davids RFC. Nothing to report.
- 321.18 Friends of Oriol Y Parc. Cllr Sehmi reported that a talk on the *History of China* was to be given on Wednesday 6<sup>th</sup> November at 7.00pm at Oriol Y Parc.

**322 County Councillors report:**

- 322.1 Cllr Lloyd reported his disappointment that following the open day for Millbay Homes it appeared that the new houses would be priced very much out of the locals price range. When the CLT was formed originally they were hoping for houses to be for sale at around £150-200,000.
- 322.2 Cllr Lloyd reported that a very successful meeting regarding the proposed Festival of Ideas event took place on Friday 25<sup>th</sup> October 2019. The concept is to have six themes such as spirituality, nature etc. It was hoped that the event would take place close to St Davids Day in March 2020. Cllr York congratulated Cllr Lloyd on a very enthusiastic consultation event. The Mayor confirmed that it was a very encouraging engagement event allowing every person to have an input.

**Planning:**

- 323** NP/19/0535 Demolition of existing concrete works buildings & erection of new dwelling & garage at Waun Gwla Concrete Works, Nun Street, St Davids, SA62 6NU. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was unanimously RESOLVED to support the application.
- 324** NP/19/0540 Demolish existing single skin utility at the rear of property and replace with a rear two storey extension providing a utility room, dining room, and W.C. on ground floor and bedroom with ensuite on first floor at Trevinert Stables, St Davids, SA62 6QJ. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was unanimously RESOLVED to support the application.
- 325** NP/19/0541 Demolition of rear conservatory and construction of new single storey extension with living roof at Ty Dwrgi, Catherine Street, St Davids, SA62 6RN. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was unanimously RESOLVED to support the application.

**326** NP/19/0551 Change of use from Hotel (C1), into staff accommodation (HMO, Sui Generis) for the Retreats Group Ltd, specifically for Twr Y Felin Hotel and Penrhiw Priory at Y Glennydd Hotel, 51 Nun Street, St Davids, SA62 6NU. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was unanimously RESOLVED to support the application.

**327** NP/19/0561 Reinstatement of outbuilding to workshop with associated repair works & roof replacement at 1 Pigsfoot Lane, St Davids, SA62 6DF. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was unanimously RESOLVED to support the application.

There being no further business the meeting closed at 8.45pm

Signed .....  
Chair

Date .....

**Minutes of the Second Monthly Meeting of the Council on Monday 18<sup>th</sup> November 2019 in the Council Chamber at 7.00pm**

**Present:** Mayor MJ Chant, Deputy Mayor BS Sehmi, DJH George, DJ Griffiths, DB Halse, JG Lloyd, FD John, RT Thornton, S Williams, AC York with CH Gray (Clerk), W Mann (Deputy Clerk) and PL Evans (Responsible Finance Officer).

**328 Apologies for Absence:** BT Price & ES Evans.

**329 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.

**330 ANNUAL REVIEW OF WHITESANDS CAR PARK**

The Responsible Finance Officer presented the annual car park accounts together with the following report, both of which were received with thanks from the Mayor and Council.

*The whole of the Peninsula has enjoyed a very good summer weatherwise and has benefitted from additional visitor numbers. However, as we have previously acknowledged, the good summer weather does not necessarily mean higher usage of the Car Park facilities as vehicles tend to be parked for whole days as opposed to 'selling the space' several times in a not so good day. The total number of vehicles in 2019 was up from 2018 from 35673 to 36837. Whilst the start of the season was relatively slow due to cold weather, this was made up by encouraging numbers in September and October. The sale of Residents Passes and Season Tickets continues to grow. This year up to £15670. This is a worthwhile concession for the residents but I feel, may have to be reviewed when pressure on the Council's income stream becomes evident. The total income generated by the Car Park was £189979 up by £6007. Commission paid to Peter Lavin the Attendant amounted to £28839.60. Again this year Peter has done a good job for the Council. Allowing for VAT, Attendant's commission, Council Tax and general overheads, the net income was £112503.23, up by a modest £4237.06 on 2018. Looking at the Overflow Car Park (which is very much needed at peak periods) these numbers were also up and consequently there is a sum of £7667 due to the Nash Brothers which will need to be authorised before payment is made.*

WHITESANDS BAY CAR PARK			Season 2019		Season 2018	
<b>Activity Summary:</b>						
	Cars	(Main Car Park)	24733		24303	
	Cars 3pm		1427		1433	
	Cars	(Overflow field)	3815		3380	
	Minibuses		76		90	
	Buses		14		13	
	M/Cycles		22		12	
	Disabled		6750		6442	
	People count		144684		140843	
<b>Income:</b>						
	(Gross)	inc S/T	189979.00		183972.00	
	VAT		31663.17		30662.00	
	<b>Net</b>		<b>158315.83</b>		<b>153310.00</b>	
	Residents passes	£5730	Number of passes issued	573		
	Season tickets	£7660	Number of tickets issued	122		
	Disabled season tickets	£640	Number of tickets issued	16		
	Weekly tickets	£1640	Number of tickets issued	86		
<b>Expenses:</b>						
	Commission		28839.60		27908.60	
	Printing		1114.50		1254.19	
	Resurfacing/ fencing					
	PCC		8191.50		8056.50	
	Sundries				895.55	
	Nash Bros		7667.00		6928.99	
	<b>Total</b>		<b>45812.60</b>		<b>45043.83</b>	
<b>SUMMARY:</b>						
	Gross takings		189979.00		183972.00	
	<b>Less</b>					
	VAT	31663.17		30662.00		
	Expenses	45812.60	77475.77	45043.83	75705.83	
	<b>Net Income</b>		<b>112503.23</b>		<b>108266.17</b>	
<b>Overflow Field</b>						
	(Figures included above)					
	Cars		3815		3380	
	Income		18700.00		16900	
	Less VAT	3116.67		2816.67		
	Less commission	2805.00	5921.67	2535.00	5351.67	
	<b>Net</b>		<b>12778.33</b>		<b>11548.33</b>	
	Due to Nash Bros 60%		7667.00		6928.99	
	Council 40%		5111.33		4619.34	
	<b>Total</b>		<b>12778.33</b>		<b>11548.33</b>	



- 331** The accounts for Whitesands car park 2019 together with the report of the Responsible Finance Officer were RESOLVED to be approved.
- 332** The commission to be paid to Messrs G and R Nash was RESOLVED to be approved.
- 333** The following ticket prices were RESOLVED to be approved and permission granted to purchase the tickets from Right Price Print and Image Screen Art.

TICKET PRICES for 2019		
TICKET	Cost	
DAY TICKETS	CAR	£5
	CAR after 3pm	£4
	CAR DISABLED	£4
	MOTORBIKE	£4
	MINIBUS	£15
	COACH	£20

SEASON TICKETS	CAR	£60
	CAR DISABLED	£40
	COMMERCIAL	£400
RESIDENT'S PASS		£15

- 334** ICE CREAM KIOSK The following tender advert was RESOLVED to be approved

<b>ST DAVIDS CITY COUNCIL</b>
<b>NOTICE OF PUBLIC TENDER</b>
for
<b>LICENCE TO SELL ICE CREAM AT WHITESANDS CAR PARK</b>
I give notice that tenders for the Whitesands Ice Cream Licence are invited for the Seasons 2020 - 2022
Application information is available from the Clerk and is to be returned by 6 <sup>th</sup> January 2020
Clerk – St Davids City Council, City Hall, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SD 01437 721 137 or clerk@stdavids.gov.uk

**335 BUDGET REVIEW TO MARCH 2020** The Responsible Finance Officer presented Members with the following a Budget Report for 2020:

*In order that Councillors can assess the financial requirements of the Council for 2020/21, I have prepared a list of expenditure and income expected between now and the end of the financial year in March, based on 2018 figures. The 2019 season has seen us make up some of our 'lost ground' and at this present time we are in a position to get through the winter before our income streams restart in February/ March. So this is not a 'pants on fire' report!*

*You will recall the visit to our Council meeting recently of Dave Astins from Pembrokeshire County Council bringing with him an additional list of items for which the County Council would like us to take responsibility, and which will be discussed after this review.*

*Taking a retrospective line, there was a time, not many seasons ago, when we comfortably had an annual surplus of £50/60k at the end of each financial year, which allowed us to undertake all the programmes of building improvements and facilities deemed necessary, without putting too much strain on our resources. Realistically that figure is now more like £20/30k, and will reduce further without careful budgeting. The main reasons for this reduction have been increasing overheads such as steadily increasing Council Tax, utilities and the inevitable placing of additional responsibilities on this local authority by the County Council. This City Council has always tried to accede to the requests made to it, as well as maintaining our mantra and prime objective of reinvesting in our facilities within the City boundaries. In general, our income is somewhat restricted unless we increase our charges for the services we offer eg Car Park, City Hall rental etc.*

*You will recall that at one Welsh Office annual Audit report we were criticised for keeping too much money in reserve, although that balance was subsequently dissipated when we undertook major improvement works to the City Hall, Whitesands Café, Skate Park, Playground etc. Last year we were criticised for 'sailing too close to the wind' by the Auditor. However, all our major works have now been completed apart from the floor of the City Hall which is the last major undertaking for the foreseeable future and will be finished before Christmas.*

*There is now a need to build up a meaningful reserve if we are to be able to consider and accommodate all future needs and requests. Because of our unique position as a major tourist venue catering for pilgrims and sun worshippers alike, we need to be able to at least consider all the County Council requests made to us if we are to maintain our reputation and good name. But if we agree to these additional responsibilities, then to be able to maintain them properly for as long as it takes, as there is unlikely to be any relief soon from the pressures of austerity which have reigned for the last ten years.*

*At this time, the outlook of the Brexit debacle is uncertain for any of us, entrepreneurs or general public alike, and nothing is more certain than there is going to be a melange of changes thrust upon us which may yet lead to a radical rethink and relook of how we operate as a Community Council.*

*Such is the dichotomy of the present period as we face the uncertainties of another General Election and the still unresolved Brexit problem.*

Following the report the meeting discussed aspects of the report that it felt might represent opportunities to economise in certain areas such as the library contribution of £3800, Newsletter costs of £3200 and perhaps consideration of rationalising the availability of public toilets in the future. Also discussed was the feasibility of reducing the cost of the annual St Davids Day Dinner. It was RESOLVED to earmark no more than £1500 for the St Davids Day council dinner.

**336 PCC SERVICES**

336.1.1 Playground inspections at Waunfawr and Memorial Playing Field New Street (circa £600). The meeting agreed to continue to the contribution

336.1.2 Grass cutting - Memorial Gardens, Caerfarchell village green, Maes Dyfed, Mitre Lane, New Street play area, Heol Bryn and Mount Gardens. (circa £900). The meeting agreed to continue to the contribution

336.1.3 Public toilets – Bryn Road. (circa £10000). The meeting considered that the contribution to be high and asked the Clerk to obtain a full breakdown of these costs for consideration at a later date

336.2 Future possible projection of costs for 2020/21 (Whitesands lifeguards, refuse collection, youth club – circa £20000). The meeting discussed whether these costs could be budgeted for and afforded if funding support from PCC were to decrease or cease. The meeting noted that these were issues to be considered fully at each budget years end.

**337** COUNCIL TABLETS Agenda printing costs for 2019 are: paper £78 + toner £1354 = £1432 (including VAT). Total Tech quote of £3290.96 dated 14<sup>th</sup> October 2019 was **RESOLVED** to be deferred pending confirmation of printing costs. The meeting decided in the light of the fact that this council had only one more year to run to defer any decision to approve this cost to the new term.

**Planning:**

**338** NP/19/0585 Proposed re-build and extension to existing camping site toilet and shower facilities at Whitesands Camping Site, 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

The following item was requested to be included on the subsequent agenda for discussion:

**339** Cllr York - The meeting was asked to consider whether the councillor surgeries should be reduced to monthly meetings.

There being no further business the meeting closed at 7.50pm

Signed .....  
Chair

Date .....