NARBERTH TOWN COUNCIL
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c/o Narberth Community Library, 3 Town Moor Mews, Narberth, Pembrokeshire, SA67 7DF

OM

MINUTES

Ordinary Meeting of Narberth Town Council

Held at Balcony Room, First Floor, The Queen's Hall, High Street, Narberth, SA67 7AS.
on Tuesday 7th July 2026 at 20:00hrs.

Document name: NTC–OM–260707-Minutes_DRAFT

Present:
Cllr E. Rogers – Mayor
Cllr C. Barnes – Deputy Mayor
Cllrs K. Jones, C. Sturman, H. Cole, N. Makepeace and T. Williams-Mason.

Present remotely: Cllrs D. Rigby, C. Meredydd, G. Meredydd, M. Kelly and K. Monroe.

In attendance:
K. O'Kane (Mr.), Town Clerk & Responsible Financial Officer

Members of the public present:
3 members of the public were present.

MINUTES

OM 260707.01 **Procedural business**

Council considered the Proper Officer's advice that Item 14 should be taken at the conclusion of the open business and immediately before the published Part II business, owing to the likelihood that consideration of the Person of the Year process would involve confidential information concerning identifiable individuals.

RESOLVED: that the order of business be varied accordingly.

ACTION: The published order of business was varied as resolved.

OM 260707.02 **Apologies for absence:** None.

OM 260707.03 **Declarations of Interest**

Cllr T. Williams-Mason declared a personal and prejudicial interest in Item 19 by virtue of being the Town Clerk's partner and withdrew from the meeting before the item was reached. Cllr K. Jones advised that she had sought the Town Clerk's advice concerning declarations of interest and declared a personal interest in Item 10.1, Planning Application 26/0182/PA, on the grounds that the applicants lived in the same small village and could be regarded as neighbours.

OM 260707.04 **Mayor's Announcements and Meeting Management**

The Mayor reported on civic engagements undertaken during the preceding month, including the Beating of the Bounds at Haverfordwest, a civic engagement at Milford Haven and a visit to Grace Church.

At the Mayor's invitation, the Town Clerk reminded Members that debate should remain relevant, concise and directed towards clear and lawful decision-making. The application of the five-minute speaking rule, rights of reply, points of order, personal explanations and the proper formulation of amendments was outlined. The Town Clerk also clarified earlier advice given during the April 2026 meeting concerning Members' entitlement to raise a genuine point of order.

OM 260707.05 Public Participation

Representatives addressed Council concerning the Christmas lights and the open letter submitted in January 2026. Matters raised included the timing and scope of the proposed consultation, direct engagement with the signatories, geographical coverage of the display, reliability and value for money, installation practices and health and safety, and the need for transparent publication of the full costs.

The Chair of the Community, Events and Tourism Committee advised that a public questionnaire was being prepared for the end of July, with the findings to be published and followed by a public meeting. The Town Clerk confirmed that the consultation would be promoted online and by posters and that, where contact details were available, representatives of the signatories would be contacted directly. The Mayor undertook to establish the relevant cost information.

ACTION: Town Clerk/CET Committee to progress the consultation and direct engagement arrangements; Mayor/Town Clerk to confirm and publish the relevant cost information.

OM 260707.06 Approval of Minutes

Council considered the minutes of the Ordinary Meeting held on Tuesday 2nd June 2026.

RESOLVED: that the minutes of the Ordinary Meeting held on 2 June 2026 be approved as a true and accurate record.

OM 260707.07 County Councillor Reports

A written update from County Cllr E. Morse was received. A speed survey had been completed and the resulting report and actions were awaited. Residents' concerns regarding the timing of hedge-bank cutting at Kiln Park Road had been referred to StreetCare and a response was awaited.

OM 260707.08 Councillor Reports and Community Updates

Council noted that this item had been published as information-only. It was proposed and seconded that, for the specific purpose of considering the Community, Events and Tourism Committee's recommendation concerning cycle stands, Item 6 be treated as decision business.

RESOLVED UNANIMOUSLY: that Item 6 be treated as decision business for that purpose.

Council subsequently considered the Committee's recommendation.

RESOLVED: that expenditure of £452.42 plus VAT for cycle stands at the two proposed locations be approved, subject to confirmation of the locations and installation arrangements with Pembrokeshire County Council.

OM 260707.09 Finance, Audit and Governance

Council considered the Quarter 1 Finance Report and supporting appendices, incorporating the schedule of transactions, receipts, bank reconciliation and balances, budget monitoring, grants and section 137 monitoring, the proposed Member transaction-review arrangements and the audit and VAT updates.

Members welcomed the more comprehensive, risk-led reporting format and requested that future reports include an accessible executive summary and, where practicable, graphical comparison of forecast and actual expenditure. The Town Clerk advised that an amendment concerning debit-card controls would be brought forward with the Financial Regulations in September 2026.

RESOLVED: that Council: (i) receive the Finance Report and supporting appendices; (ii) note the payments and receipts position and ratify the payments presented; (iii) note the reconciled bank position and balances at 30 June 2026; (iv) note the Quarter 1 budget, section 137 and grants-monitoring positions; (v) approve the proposed Member transaction-review arrangements; and (vi) note that the revised reporting format had been developed in response to audit findings and as part of the strengthening of the Council's financial governance.

ACTION: Town Clerk/RFO to progress the Quarter 1 VAT reclaim, complete the Member transaction review with Cllr H. Cole and bring the payment-card provisions within the Financial Regulations to the September meeting.

OM 260707.10 UK Shared Prosperity Fund: Additional Communities Allocation 2026

Council considered the additional £2,000 allocation and possible use towards the completion of the Town Hall undercroft interpretation. Members supported continuity with the existing artwork and discussed whether the funding could support research and development with the Narberth Museum and other local groups.

No authority to incur expenditure was granted at this meeting. It was agreed that the funding conditions, delivery deadline and any possibility of an extension should first be clarified and that a specific proposal could, if necessary, be considered at an Extraordinary Meeting.

ACTION: Cllr C. Sturman to assist with development of the proposal; Town Clerk/RFO to clarify the funding parameters and any available extension and report back before expenditure is committed.

OM 260707.11 St Andrew's Churchyard and Burial Ground

The Chair of the St Andrew's Churchyard Sub-Committee reported that the previously authorised works had been undertaken and that positive feedback had been received. Some concerns remained regarding access to individual graves.

The Town Clerk reminded Members that the programme had been structured in distinct phases. Each phase comprised a separate and

independently deliverable scope of work and was capable of being commissioned and undertaken separately.

Phase 1 - Initial Access Works: Council noted ADW Tree Services invoice INV-0176 in the sum of £660, with no VAT charged, for the completed initial strimming and clearance of access paths and the planned route through the lower graveyard.

Phase 2 - Bramble and Vegetation Clearance: Council separately considered ADW Tree Services quotation QU-0014 in the sum of £1,270, with no VAT charged, for strimming and brush cutting in the identified areas of dense bramble, including hire of a tracked mulching machine.

Phase 3 - Self-seeded Tree Removal: Council separately considered ADW Tree Services quotation QU-0015 in the sum of £1,850, with no VAT charged, for removal and processing of self-seeded trees from the identified locations, including hire of a tracked chipper and trailer.

RESOLVED: that Council: (i) note that the phased programme of works had previously been agreed in principle; (ii) note invoice INV-0176 for the completed Phase 1 Initial Access Works; (iii) approve quotation QU-0014 for the separately deliverable Phase 2 Bramble and Vegetation Clearance works in the sum of £1,270, with no VAT charged; (iv) separately approve quotation QU-0015 for the independently deliverable Phase 3 Self-seeded Tree Removal works in the sum of £1,850, with no VAT charged; (v) note that the costs of each approved phase were within the relevant budget provision; (vi) authorise the Town Clerk to commission each approved phase separately and arrange payment in accordance with the Financial Regulations; and (vii) require completion of each phase, or any material variation, to be reported back to Council.

ACTION: Town Clerk to commission and administer Phases 2 and 3 separately and report completion or any material variation in respect of each phase.

OM 260707.01 Planning Applications

26/0182/PA, Garden Cottage, Crinow, Narberth, SA67 8UB.

Council considered the scale and footprint of the proposed extension, its relationship with the adjoining property known as Chantry and the proximity of the site to a Grade I listed church.

A motion that the Council object on grounds of scale/overdevelopment and the effect upon the residential amenity of the adjoining property was put to the vote. The motion was LOST (4 in favour; 6 against; remaining Members abstaining or not voting).

RESOLVED: that no corporate objection be submitted by Narberth Town Council in response to application 26/0182/PA.

OM 260707.12 Town Clock and Bell Mechanism

The Town Clerk reported that confirmation was awaited from Pembrokeshire County Council concerning the presence of nesting birds. Members noted the limited Town Hall maintenance budget, the quotation already received and the need to establish the condition of the tower before committing reserves.

RESOLVED: that the position be noted; that the Town Clerk continue to explore inspection arrangements and grant funding; and that no commitment from reserves be made unless and until specifically authorised by Council.

ACTION: Town Clerk to continue the necessary enquiries and issue a further public update.

OM 260707.13 **Gwynt Glas Offshore Wind Farm – EIA Scoping Consultation EN0110036**

Council considered the consultation material and the statutory deadline of 24 July 2026. Members considered that the matter warranted collective Member scrutiny rather than an officer response under general delegated authority.

RESOLVED: that the consultation material be circulated to all Members and that the Planning, Highways and Development Committee hold a meeting before 24 July 2026 to determine the Council's response, with all Members entitled to attend and contribute in accordance with Standing Orders.

ACTION: Town Clerk to circulate the consultation material and convene the Planning, Highways and Development Committee before the deadline.

OM 260707.14 **Community Wellbeing, Bereavement and Support Signposting**

Cllr C. Sturman reported on the significant effect of recent bereavements and suspected suicides upon the community and outlined the support and signposting available through relevant agencies and charities. Members discussed the need for coordinated multi-agency work and for the Council to be represented in that process.

RESOLVED: that Council: (i) issue a public communication acknowledging the effect upon the community and providing appropriate support contacts; (ii) write in support of coordinated action and adequate resourcing by the relevant statutory agencies; and (iii) request a seat for Narberth Town Council at the relevant multi-agency round-table discussions.

ACTION: Cllr C. Sturman to provide the relevant organisations and contact information; Town Clerk to prepare the public communication and letter of support and pursue Council representation.

OM 260707.15 **Civic Service, Civic Reception and Narberth Person of the Year 2026**

The Mayor updated Members on arrangements for the Civic Service and Reception and confirmed that the reception formed part of the civic occasion following the service. Members discussed the need for an up-to-date protocol governing civic events, precedence, processions, invitations and inclusive participation.

RESOLVED: that a comprehensive and professionally informed modern Civic Protocol be prepared for future consideration by Council.

ACTION: Town Clerk to add development of a modern Civic Protocol to the forward policy work programme.

OM 260707.16 **Clerk's Report**

Council received the Clerk's Report and the July-August work programme. The specific proposal concerning the Gwynt Glas consultation was determined under Item 12 above.

OM 260707.17 **Delegated Authority to Initiate Grant and Funding Opportunities**

The proposed general delegation was not separately approved. Council subsequently determined that an Ordinary Meeting should be held in August, allowing time-sensitive matters to be brought before Members.

Initials: _____

OM 260707.18 Delegated Authority During the Summer Recess

Council considered the proposed summer-recess delegation and Members' wish to retain collective oversight of consultations and other time-sensitive business.

RESOLVED: that the Council meet during August 2026 and that the proposed general summer-recess delegation therefore not be adopted in the form presented.

ACTION: Town Clerk to arrange and give notice of the August Ordinary Meeting.

OM 260707.19 Exclusion of Public and Press

Council considered the confidential nature of the remaining business.

RESOLVED: that, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for the remaining items on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

OM 260707.20 Narberth Person of the Year 2026 – Confidential Consideration

Council reviewed the nomination and Member-assessment process. The Town Clerk confirmed that five completed assessments had produced a valid outcome. Members agreed that any review of the criteria and process should apply prospectively and should not displace the result of the process already undertaken.

RESOLVED: that the outcome of the 2026 assessment process be accepted; that Emily Moore and Simon Roberts be confirmed as the joint recipients of the Narberth Person of the Year 2026 award; and that the award criteria and process be reviewed at a future meeting.

ACTION: Mayor and Town Clerk to make the necessary award and Civic Service arrangements; review of the scheme to be included on a future agenda.

OM 260707.21 Clerk/RFO Contractual Salary Placement, Spinal Column Point Review, Role Capacity and Inherited Modernisation Work

Having declared a prejudicial interest by virtue of being the Clerk's partner, Cllr T. Williams-Mason withdrew from the meeting before consideration of this item.

As the matter concerned his own employment and remuneration, the Town Clerk recused himself and took no part in its consideration.

The meeting was unable to proceed with the substantive item owing to the failure of the equipment required to access the confidential report.

RESOLVED: that consideration of the item be deferred to a future meeting.

OM 260707.22 Closure

Initials: _____

There being no further business capable of being transacted, the Mayor closed the meeting.

Certification of Approval

These minutes were approved as a true and accurate record of the meeting at the meeting held on [date of approving meeting].

Signed:

_____

Mayor / Chair

Name:

_____

Date:

_____