Narberth Town Council

Ordinary Meeting of Narberth Town Council

Meeting Reference: OM 260602
Date: Tuesday 2nd June 2026
Time: 20:00hrs
Location: The Balcony Room, Queen's Hall, Narberth, Pembrokeshire, SA67 7AS.

Present
Cllr. E. Rogers (Mayor)
Cllr. C. Barnes
Cllr. C. Meredydd
Cllr. D. Rigby
Cllr. G. Meredydd
Cllr. H. Cole
Cllr. K. Jones
Cllr. M. Kelly
Cllr. N. Makepeace
Cllr. T. Williams-Mason

Apologies for Absence
Cllr. C. Sturman
Cllr. K. Monroe

OM260602.01 **Apologies for Absence**

It was proposed, seconded and:
RESOLVED: that the apologies for absence received from Cllr. C. Sturman and Cllr. K. Monroe be accepted.

OM260602.02 **Declarations of Interest**

The following declarations of interest were made:

- Cllr. E. Rogers – Finance Report (Mayoral Allowance).
- Cllr. K. Jones – National Eisteddfod Appeal.
- Cllr. G. Meredydd – National Eisteddfod Appeal.
- Cllr. C. Meredydd – Bloomfield House matter
- Cllr. G. Meredydd – Bloomfield House matter
- Cllr. D. Rigby – Bloomfield House matter

OM260602.03 **Public Participation**

A member of the public addressed Council regarding speeding concerns within Narberth, particularly in relation to the 20mph speed limit, the Driver Feedback Sign programme and wider highway safety measures.

Discussion took place regarding:

- Cox Hill Driver Feedback Sign installation;
- potential future Driver Feedback Sign locations;
- Community Speed Watch activity;

- speed awareness training; and
- wider traffic calming opportunities within the town.

A question was also raised regarding the Bloomfield House financial assistance item.
The Clerk advised that the item before Council related solely to implementation arrangements arising from the resolution passed by Council on 5th May 2026 and identification of the statutory power under which the payment would be made.

Council noted the comments received.

OM260602.04 Mayor's Announcements

The Mayor reported attendance at civic engagements in Haverfordwest and Pembroke together with the Town Clerk and Councillor Williams-Mason.

The Mayor invited nominations for the Narberth Person of the Year Award 2026 and encouraged Members and residents to identify individuals who had made an outstanding contribution to the community.

The Clerk advised that publicity would be issued through the Council website and social media channels.

Council noted the update.

OM260602.05 Approval of Minutes

a) Extraordinary Meeting – 14th April 2026

The Clerk advised that no amendments had been received following circulation of the draft minutes.
It was proposed, seconded and:
RESOLVED: that the minutes of the Extraordinary Meeting held on 14th April 2026 be approved as a true and accurate record.

b) Annual Meeting – 5th May 2026

Members noted a correction relating to a declaration of interest.
It was proposed, seconded and:
RESOLVED: that the minutes of the Annual Meeting held on 5th May 2026, as amended, be approved as a true and accurate record.

OM260602.06 Clerk's Report

The Clerk's Report had been circulated in advance.
The Clerk advised that a number of matters referenced within the report appeared elsewhere on the agenda for substantive consideration.
It was proposed, seconded and:
RESOLVED:

1. To note the contents of the Clerk's Report.

2. To provide any observations or direction considered appropriate.

OM260602.07 Finance Report – April and May 2026

Members received the combined Finance Report covering April and May 2026.

The Clerk reported:

- Current Account balance of £39,989.51 as at 31st May 2026;
- Savings Account balance of £4,982.93;
- Unity Trust Reserve Account balance of approximately £50,000;
- receipt of the first precept instalment;
- routine operational expenditure incurred during the reporting period; and
- completion of bank reconciliations.

Members further noted that expenditure remained broadly in line with approved budgets and that sufficient funds remained available to meet approved commitments and operational requirements.

It was proposed, seconded and:

RESOLVED:

1. To note the bank balances as at 31st May 2026.
2. To note the income and expenditure position.
3. To ratify payments made under delegated authority during April and May 2026.
4. To receive the accompanying bank reconciliations.

OM260602.08 County Councillor Reports

County Councillor Elwyn Morse reported on ongoing discussions regarding speeding concerns on Kiln Park Road and advised that further updates would be provided following meetings with highway officers.

County Councillor Marc Tierney reported on:

- Bridge Hill 20mph review proposals;
- parking and highway concerns at Queen's Court and Old Keg Yard;
- road surface issues at Old Mart Ground;
- food bank demand pressures;
- public Wi-Fi opportunities;
- Narberth Crematorium governance matters;
- Town Moor Car Park line-marking works;
- Narberth Castle; and
- opportunities for greening and environmental improvements within the High Street area.

Council noted the reports.

OM260602.09 Councillor Reports

Members raised a number of matters for information, including:

- wildflower seed initiatives;
- positive public feedback regarding recent public art installations;
- drainage concerns adjacent to the play area; and
- access to cash provision within Narberth.

Council noted the reports.

OM260602.10 Narberth Community Library Transfer Documentation

The Clerk presented a report regarding procedural requirements arising from Land Registry and solicitor enquiries associated with completion of the Library transfer documentation.

The Clerk advised that the underlying transfer arrangements had previously been agreed and that the matters now requiring consideration related solely to execution and administrative arrangements.

It was proposed, seconded and:

RESOLVED:

1. To note the report.
2. To approve the proposed execution arrangements.
3. To authorise the identified signatories to execute the necessary documentation.
4. To authorise the Clerk to undertake all associated administrative actions required to complete the transfer process.

OM260602.11 Bloomfield House Financial Assistance (NDCSA) – Implementation Arrangements

Before the commencement of the meeting, Cllrs. G. Meredydd, C. Meredydd and D. Rigby recused themselves from the meeting owing to their declarations of interests in the NDCSA.

The Clerk presented a report regarding implementation of the resolution passed by Council on 5th May 2026 to award a one-off grant of £15,000 to the Narberth & District Community Sports Association (NDCSA) in support of the upkeep and maintenance of the Bloomfield Centre.

The Clerk advised that the report had been prepared following receipt of external governance and legal advice obtained by the Proper Officer in order to clarify the statutory power, implementation arrangements and governance considerations associated with the previously approved grant award.

Members considered the external governance and legal advice received together with the Proper Officer's report regarding statutory powers, implementation arrangements and governance considerations.

Extensive discussion took place regarding:

- statutory powers;
- implementation arrangements;
- governance considerations;
- the intended purpose of the grant award;
- future funding expectations; and
- the Council's developing Grants Policy framework.

It was proposed, seconded and:

RESOLVED:

1. To note the external governance and legal advice received.
2. To confirm that Section 137 of the Local Government Act 1972 shall be relied upon as the statutory power for the grant award.
3. To confirm that the intended purpose of the grant remains support towards the upkeep and maintenance of the Bloomfield Centre.
4. To proceed with implementation of the previously approved £15,000 grant award.
5. To confirm that the award shall be treated as a one-off exceptional grant and shall create no expectation of future financial support.
6. To note that any future requests for financial assistance from NDCSA or Bloomfield House should be considered through the Council's Grants Policy and application process.

At the request of Cllr. H. Cole, a recorded vote was taken.

For:
Cllr. C. Barnes
Cllr. N. Makepeace
Cllr. E. Rogers
Cllr. K. Jones

Against:
Cllr. H. Cole
Cllr. M. Kelly
Cllr. T. Williams-Mason

Abstentions:
None

RESOLVED: that the motion be carried by four votes to three.

Following the item, the three recused members rejoined the meeting.

OM260602.12 St Andrew's Churchyard

Members received an update from the Chair of the St Andrew's Churchyard Sub-Committee regarding the future stewardship and maintenance of St Andrew's Churchyard.

The Sub-Committee reported that its work had evolved beyond consideration of a traditional grounds maintenance contract and now incorporated biodiversity, heritage, accessibility, community involvement and long-term stewardship considerations.

Members considered proposals relating to access routes, bramble management, biodiversity enhancement and future management arrangements.

It was proposed, seconded and:
RESOLVED:
That Council authorise an initial programme of site recovery works comprising:

a) the immediate cutting and maintenance of access routes and pathways through the churchyard sufficient to provide safe and dignified access for visitors whilst maintaining appropriate respect for the character and role of the site; and
b) the phased removal of identified bramble islands together with the removal of self-seeded sycamores and other inappropriate woody growth where encountered.

Members further considered long-term stewardship arrangements.

It was proposed, seconded and:
RESOLVED:
That Council support the development of a long-term stewardship framework for St Andrew's Churchyard, including:

- investigation of external funding opportunities and grant applications;
- community involvement in stewardship of the site, including volunteers, local historians, church representatives and other interested stakeholders;
- investigation of long-term maintenance requirements; and
- commissioning of updated biodiversity, arboricultural and memorial surveys having regard to the 2023 Biodiversity Survey and statutory health and safety requirements.

OM260602.13 Access to Cash in Narberth

Members considered concerns raised regarding the loss of cash machine facilities within Narberth town centre.

County Councillor Marc Tierney advised that LINK had commenced a formal cash access assessment for Narberth following representations made by himself and the local Member of Parliament.

Discussion took place regarding:

- availability of alternative cash withdrawal facilities;

- reliability of existing services;
- community demand; and
- the importance of maintaining access to cash for residents, visitors and local businesses.

It was agreed that further evidence gathering and public engagement should be undertaken in support of the assessment process.

Council noted the update.

OM260602.14 Community Notice Boards

Members considered a proposal submitted by Cllr. N. Makepeace regarding the provision of community notice boards at locations throughout Narberth.

The proposal included suggested locations and outline costings together with consideration of planning and conservation area requirements.

Discussion took place regarding:

- management and administration arrangements;
- ongoing maintenance responsibilities;
- accessibility;
- suitable locations; and
- potential benefits for local organisations and community events.

It was proposed, seconded and:

RESOLVED:

That the proposal be referred to the Community, Events & Tourism Committee for further consideration, development and cost appraisal.

OM260602.15 National Eisteddfod Appeal

Cllrs. K. Jones and G. Meredydd declared prejudicial interests in this item and withdrew from the meeting room for the duration of the item.

Members received a presentation regarding local fundraising activities supporting the 2026 National Eisteddfod and the target allocated to the Narberth fundraising area.

Members considered the wider cultural, community and economic benefits associated with the event together with support already provided by other town and community councils.

A proposal to provide a donation of £4,000 was discussed.

An amendment proposing a donation of £2,000 was subsequently moved, seconded and carried.

It was therefore:

RESOLVED:
That Narberth Town Council make a donation of £2,000 towards the National Eisteddfod Appeal.

Cllrs. K. Jones and G. Meredydd returned to the meeting following consideration of this item.

OM260602.16 Grants Policy

Members considered the draft Grants Policy, application forms and assessment framework previously circulated.
The Clerk advised that the framework had been developed using examples from a number of neighbouring councils together with guidance obtained from One Voice Wales and the Society of Local Council Clerks.

Members supported adoption of the policy but expressed concerns that certain application forms, particularly those associated with smaller grant applications, were unnecessarily complex and should be simplified.

It was proposed, seconded and:
RESOLVED:

1. To adopt the Narberth Town Council Grants Policy.
2. To refer the draft application forms and associated documentation to the Policy Review Task & Finish Group for simplification and further review.
3. To bring revised forms back to Council for approval.

OM260602.17 Narberth in Bloom

Members considered a request for assistance towards planting costs associated with floral displays throughout the town.

The Clerk advised that volunteers continued to undertake planting and maintenance works without charge and that the request related solely to reimbursement of planting costs.

It was proposed, seconded and:
RESOLVED:
That Council approve a contribution of £198.00 towards planting and floral display costs.

OM260602.18 Chair of Finance & General Purposes Committee

Members noted that formal confirmation of the Chair of the Finance & General Purposes Committee had not been recorded following the Annual Meeting.

It was proposed, seconded and:
RESOLVED:

That Cllr. Elizabeth Rogers be confirmed as Chair of the Finance & General Purposes Committee for the 2026/27 Municipal Year.

OM260602.19 Council Meeting Venue Arrangements

Members reviewed the use of the Balcony Room, Queen's Hall as a venue for Council meetings.

Discussion took place regarding room layout, accessibility, meeting administration arrangements and future meeting start times.

It was agreed that the venue had proved suitable and that the possibility of returning to an earlier meeting start time should be investigated.

Council noted the discussion.

OM260602.20 Bollard Painting Tender

The Clerk reported that no response had been received from the contractor previously awarded the bollard painting contract.

Members considered the position and future procurement arrangements.

It was proposed, seconded and:
RESOLVED:
That the existing tender award be withdrawn and that revised proposals be brought back to Council at a future meeting.

OM260602.21 Town Hall Clock

The Clerk reported on issues affecting the Town Hall clock, including bird ingress within the tower structure and damage to the bell hammer mechanism.

Members noted estimated repair costs and the potential need for specialist conservation works.
Discussion took place regarding grant funding opportunities and the need to avoid disturbance of nesting birds should any be present.

It was proposed, seconded and:
RESOLVED:

1. To investigate grant funding opportunities towards repair costs.
2. To issue a public update regarding the position.
3. To investigate longer-term repair and conservation options.

OM260602.22 Remaining Agenda Items

Due to the lateness of the hour, remaining agenda items were deferred for future consideration or officer action where appropriate.

OM260602.23 Date of Next Meeting

The next Ordinary Meeting of Narberth Town Council was confirmed as Tuesday 7th July 2026.

OM260602.24 Close of Meeting

There being no further business, the Mayor declared the meeting closed at approximately 22:02hrs.

CERTIFICATION OF APPROVAL

These minutes were approved as a correct record of the meeting.

Approved at: _____

Date of approval: _____

Minute reference: _____

Signed: _____

Chair / Mayor

Date: _____

Legal declaration:

In accordance with the Local Government Act 1972, Schedule 12, paragraph 41, the signing of these minutes by the person presiding at the meeting at which they are approved confirms them as an accurate record of the proceedings.