



NARBERTH TOWN COUNCIL
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CLERK'S REPORT

Report title:	Clerk's Report
Meeting:	Ordinary Meeting of Narberth Town Council
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Report author:	Town Clerk & Responsible Financial Officer
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PART A – OFFICER SUMMARY

Purpose of Report

To give Members a concise, evidence-based update on routine and ongoing matters consolidated from the September agenda into the Clerk's Report and Action Tracker. The report records progress, exceptions and committee referrals; it does not replace any separately listed decision item.

Recommendation

RECEIVE and NOTE the report and Action Tracker; NOTE that the Force for Nature benches and the follow-up to the emergency wildfire measures have been referred for committee consideration. No further resolution is sought under this report.

Risk / Assurance

Several meeting records and completion checks remain outstanding. The report distinguishes confirmed progress from matters that are still awaiting evidence, external advice or a committee recommendation.

Financial Implications

No new expenditure is requested. Material costs, invoices and budget implications are reported through the Finance Report or will return as separately agendaed business where required.

Legal Power / Statutory Basis

The updates arise from existing Council resolutions, the Council's governance and record-keeping duties, and routine officer administration under established delegations.

PART B – BACKGROUND & SUPPORTING INFORMATION

The accompanying Action Tracker was reviewed against the available Council and committee records and relevant correspondence through 26 August 2026. The items below are reported by exception: completed, in progress, awaiting evidence or external input, or referred to committee.

CR-OM260901.01 – Meeting records and Action Tracker assurance

Current position: The draft minutes of the Ordinary Meeting held on 7 July are listed separately on the agenda for approval. The confidential minutes of the Extraordinary Meeting held on 28 July remain awaited from the independent minute-taker. The file for the Planning, Highways and Development Committee meeting held on 16 June contains the February minute rather than the 16 June record, and no full minute has been located for the St Andrew's Churchyard Sub-Committee meeting held on 27 July. A formal minute of the Extraordinary Meeting held on 19 August is also still required to confirm the Annual Return, internal-audit and UKSPF resolutions.

Next action: The outstanding records will be chased, recovered or reconstructed with the relevant Chairs and minute-takers. Until each record is available and approved, the corresponding tracker entries will remain open and will not be treated as verified completion evidence.

CR-OM260901.02 – Gwynt Glas offshore wind-farm scoping consultation

Background: The Council received the Environmental Impact Assessment scoping consultation for the proposed Gwynt Glas Floating Offshore Wind Farm, with a response deadline of 24 July 2026. Members exchanged comments on local matters including water management, flood risk, land drainage and the scope of the environmental assessment.

Current position: The review has not located a minute of the required Planning, Highways and Development Committee consideration or evidence of a final corporate response submitted by the Council. The tracker therefore records the outcome as unable to verify rather than assuming that a response was, or was not, made.

Next action: The Chair and correspondence records will be checked for submission evidence. The project will remain on the forward watch for any later statutory consultation requiring a formal Council response.

CR-OM260901.03 – Community wellbeing actions

Background: Minute OM260 707.14 recorded three actions: a public support and signposting message; a letter supporting coordinated action and adequate resourcing by the relevant agencies; and a request for Council representation at the relevant multi-agency discussions.

Completed: The public statement was completed and published on 14 August through the Council's website and social-media channels, using the wording supplied by Cllr Sturman with the support information checked before publication.

Outstanding: The agency letter and representation at the multi-agency discussions remain to be completed. The agencies identified include Hywel Dda University Health Board, Public Health Wales, Pembrokeshire County Council and Dyfed-Powys Police. The next meeting invitation is awaited so that Council representation can be progressed.

CR-OM260901.04 – Narberth bicycle stands

Current position: Following the Council's July approval, Pembrokeshire County Council was asked to confirm the proposed sites at Market Square and near the steps to The Hwb. On 27 July, PCC advised that it had referred both locations to its Conservation Team and would arrange installation once that check was complete. No later written confirmation of installation has been located.

Next action: PCC will be asked to confirm the conservation response, installation timetable and the practical ownership and maintenance arrangements. The item remains an operational follow-up and no further decision is sought at this meeting.

CR-OM260901.05 – Town Hall clock

Technical position: Smith of Derby has confirmed that the 1880 J. W. Benson clock movement is generally in good condition. The bell hammer was removed because prolonged bird activity caused deterioration. The proposed work includes refurbishment, reinstallation, testing of the hammer and recommissioning of the clock. The specialist's strongest additional recommendation is replacement of the damaged bird netting and careful removal of remaining nesting before the hammer returns.

Current position: Preparatory work on heritage-funding options is continuing. Smith of Derby has also offered an annual service visit on 15 September and advised that the clock batteries are more than five years old, with replacement quoted separately at £150 including VAT. The service date, battery option and any associated access or conservation work require final confirmation.

Next action: The technical work package, available funding and property-access arrangements will be consolidated. Any expenditure or commitment outside existing authority will be brought back as separately agendaed business.

CR-OM260901.06 – Winter maintenance – grit-bin provision

Background: The Council's approved priority locations are Station Approach; Bentley Villas / Halkon Crescent; St James Street via Market Square; Victoria Close; and Bloomfield Gardens. Cox Hill / Hill Park and Garfield Gardens remain subject to further officer analysis.

PCC advice: On 25 August, PCC reviewed the proposed locations and advised that each bin must avoid obstructing the footway and remain accessible for delivery of approximately a quarter tonne of salt. Some proposed locations are already on main gritting routes and would also form part of hand-gritting operations during prolonged freezing. Where a bin is placed on grass, maintenance of the surrounding area will also need to be arranged.

Station bin: The existing damaged bin at the station turning bay is on adopted highway. PCC does not hold a complete inventory or ownership record, although its general position is that town and community councils are responsible for local salt bins; PCC will replenish bins on request.

Next action: The annotated siting advice will be converted into a practical installation schedule, with ownership, procurement, refilling access and future maintenance confirmed before any order is placed. This update is now contained within the Clerk's Report; no separate decision is sought at this meeting.

CR-OM260901.07 – ElanCity driver-feedback signs

Cox Hill: PCC has installed the highway post for the first EVOLIS Vision sign at Cox Hill. A competent contractor has given an indicative installation cost of approximately £320 and has been asked to inspect the post against PCC and ElanCity requirements before proceeding. The sign itself is not yet recorded as installed and operational.

Second sign: The second unit remains stored at County Hall pending an agreed site. A second PCC review found no ideal location at the eastern end of Station Road because of highway boundaries, property accesses, underground apparatus, road geometry and limited approach visibility. PCC is now assessing Northfield Road near Bloomfield Community Centre as a possible alternative.

Next action: The Cox Hill pre-installation check will be completed and PCC's Northfield Road assessment awaited. A location or expenditure requiring a Council resolution will return separately; the current position is reported for information.

CR-OM260901.08 – St Andrew's Churchyard – Phases 2 and 3

Authorised works: Council authorised Phase 2 bramble and vegetation clearance at £1,270 and Phase 3 self-seeded tree removal at £1,850, both with no VAT charged. The works were overseen by the Clerk and the Chair of the St Andrew's Churchyard Sub-Committee. The contractor issued invoices on 2 August at the approved quoted values.

Current position: The invoices provide evidence that both work packages have been undertaken, but the site-completion record and payment reconciliation must be retained with the financial records. The detailed expenditure position is therefore reported through the Finance Report.

Longer-term stewardship: Biodiversity advice, historic monuments, volunteering, maintenance standards and external grant opportunities remain part of the Churchyard work programme. A preliminary funding note has been prepared, but a consolidated long-term plan has not yet been completed and will continue through the committee structure.

CR-OM260901.09 – Force for Nature grant-funded benches

Current position: The St Andrew's Churchyard Sub-Committee considered the faculty requirements, accessibility, base construction, cost and practical implications of installing the two grant-funded benches within the Churchyard on 27 July. The reported outcome was that the Churchyard installation should not be progressed, although the formal minute of that meeting remains outstanding.

Referral: Alternative locations or uses must be developed with the relevant grant conditions, landowner permissions, accessibility, installation costs and future maintenance identified. That work has been referred for committee consideration so that a properly developed recommendation can be made before any commitment.

No decision on the benches is sought at this meeting.

CR-OM260901.10 – St Andrew's Churchyard – emergency wildfire-risk measures

Action taken: Following the Government wildfire alert, reports of smoking in the Churchyard and an officer inspection of exceptionally dry vegetation adjoining a fallow field and mature pine trees, a full grass cut was authorised as an urgent risk-reduction measure on 17 August. The action was temporary and did not alter the Council's longer-term ecological or maintenance approach.

Referral: The action and associated expenditure will be recorded through the Council's normal financial reporting. Any follow-up fire-risk controls, seasonal cutting arrangements or changes to the longer-term management regime have been referred for committee consideration.

No further wildfire-risk resolution is sought at this meeting.

CR-OM260901.11 – Bollard and pedestrian-railing repainting

Current position: PCC Traffic has confirmed that the bollards form part of highway safety measures intended to protect pedestrians and has referred the Council's enquiry to the Highways Team. A contractor's quotation has also been obtained, but it does not state a fixed total for the complete scope.

Next action: Before the proposal can return for decision, the Council requires confirmed highway consent, a defined schedule and quantities, a fixed total price, maintenance responsibilities and a procurement-compliant recommendation. No work has been authorised.

CR-OM260901.12 – CET workstreams – noticeboards and access to cash

Community noticeboards: The Community, Events and Tourism Committee workstream remains at development stage. Proposed sites, land ownership, permissions, capital cost, ongoing maintenance and responsibility for displayed content must be resolved before a recommendation is made.

Access to cash: An independently conducted survey report with more than 300 responses has been received following removal of the High Street cash machines. The survey was not commissioned or administered as a formal Council exercise, but it may be considered as supporting evidence. The Council's corporate work still requires an agreed evidence base, engagement with local businesses and a formal route for any LINK submission.

Other work: Wayfinding, tourism and the remaining CET objectives continue through the Committee work programme and will return to Full Council only where a resolution, budget or formal authority is required.

CR-OM260901.13 – Internal audit and governance work programme

Internal audit: The 2025/26 internal audit was reported to the Extraordinary Meeting on 19 August. Its main improvement areas are procurement and payment records; accounting and VAT; property, insurance and rental records; and governance records and publication. The formal meeting minute is still needed to confirm the resolutions, but the underlying actions remain active.

Routing of actions: Revised Financial Regulations, Bloomfield House insurance and annual member declarations are separately agendaed. VAT, budget and transaction controls are reported through Finance. Missing minutes, publication records and the monthly assurance tracker remain within the Clerk's work programme.

Forward programme: Reviews of the Civic Protocol and the Person of the Year criteria and process remain on the future policy programme. They will be scheduled when supporting information and realistic committee or Council capacity are available.

PART C – RECOMMENDATION

Council is asked to:

RECEIVE and NOTE the Clerk's Report and accompanying Action Tracker;

NOTE the verified progress, outstanding evidence and external dependencies recorded above;
and

NOTE that the Force for Nature benches and the follow-up to the emergency wildfire-risk measures have been referred for committee consideration, with any later decision or expenditure to be separately and properly agendaed.