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

OM

AGENDA & SUMMONS

Ordinary Meeting of Narberth Town Council

To be held at Narberth Community Library, 3 Town Moor Mews, Narberth, SA67 7DF
on Tuesday 3 November 2026 at 7.00 pm.

Ref: NTC–AGENDA–OM261103–FULL–EN

I hereby give notice that the meeting specified above has been convened.

Members of Narberth Town Council are summoned to attend to consider and resolve the business set out below.

This will be a hybrid meeting. Members may attend in person or by video conferencing.

The public and press may attend, except during business lawfully considered in private. Members of the public wishing to attend remotely should contact the Clerk in advance for joining arrangements.

Yours faithfully,

K. O'Kane (Mr.)
Town Clerk & Responsible Financial Officer
Proper Officer to Narberth Town Council
29 October 2026

BUSINESS TO BE TRANSACTED

OM 261103.01 Apologies for absence

To receive apologies and consider reasons for absence.

OM 261103.02 Declarations of interest and dispensations

To receive declarations of interest relating to the business on the agenda and consider any applications for dispensation requiring determination.

OM 261103.03 Minutes of previous meetings

To consider and approve the public minutes of:

- The Ordinary Meeting held on 6 October 2026.
- The Extraordinary Meeting held on 13 October 2026.
- The Extraordinary Meeting held on 20 October 2026.

Outstanding confidential minutes are addressed under item 29.

OM 261103.04 Public participation

To receive questions and representations from members of the public in accordance with Standing Orders.

OM 261103.05 Co-option — Urban Ward vacancy

To consider eligible applications received for the Urban Ward vacancy following the closing date of 23 October 2026.

To hear from candidates, undertake questions and consideration in accordance with the published co-option arrangements and Standing Orders, and vote on filling the vacancy.

To complete the necessary declaration and administrative arrangements following any appointment.

OM 261103.06 County Councillor, Mayor and member reports

To receive County Councillor reports, the Mayor's announcements and brief member reports for information.

Matters requiring substantive decisions are addressed under their specified agenda items.

OM 261103.07 Clerk's Report and Action Tracker

To receive the Clerk's written report and Action Tracker, including progress on existing resolutions, outstanding information, external dependencies and matters awaiting further consideration.

Advice relating to substantive items will be considered alongside the relevant agenda business.

OM 261103.08 Finance report and payments

To receive the Responsible Financial Officer's finance report, including bank balances and reconciliations, receipts, expenditure, VAT and relevant audit matters.

To consider and approve the payments identified in the accompanying schedule and note progress against the conditions attached to previously approved grants.

OM 261103.09 Narberth Heritage Trail — delivery and UKSPF grant

To receive a written update from the Member Project Lead and the Community, Events and Tourism Committee (CET) on delivery of the approved Heritage Trail project, including installations, bilingual content, expenditure and outstanding work.

To receive the Clerk/RFO's update on UK Shared Prosperity Fund grant monitoring, evidence and reporting requirements, including the position confirmed with the funding authority.

To consider any decisions required to complete or regularise the existing project within its confirmed grant conditions and available funding.

OM 261103.10 Six-month budget review 2026/27 and proposed virements

To note that Finance and General Purposes has not met because its meeting was displaced by the extraordinary meeting concerning Christmas arrangements.

To consider and approve the six-month budget review for 2026/27 and the specific proposed budget virements set out in the accompanying RFO report within the Finance Bundle.

The report will identify the budget headings, amounts and any associated reserve allocations or funding adjustments requiring Council's approval.

OM 261103.11 Budget and precept 2027/28 — timetable

To approve the timetable for preparing, scrutinising and determining the 2027/28 budget and precept.

The programme will cover the preparation of estimates and proposals during November, consideration of the draft budget and staffing costs during December, and the final Council decision during January 2027.

To confirm Pembrokeshire County Council's submission deadline and the meeting arrangements needed to meet it.

OM 261103.12 Christmas lighting and CET switch-on proposals

To note that the informal CET meeting intended to develop proposals for the Christmas lights switch-on did not take place during the Clerk's annual leave.

To receive CET's proposed switch-on arrangements, or an update on their preparation, including the proposed date, format, member responsibilities, costs, permissions and safety arrangements; and to consider any decisions required from Council.

To receive an update on delivery and installation of the Christmas lights and the proposed Christmas tree, including outstanding arrangements requiring action.

OM 261103.13 Remembrance Sunday — 8 November 2026

To receive confirmation of the Council's representation, wreath-laying and outstanding practical arrangements for Remembrance Sunday, including progress under the authority granted on 6 October.

OM 261103.14 Planning applications and decisions

To consider and determine the Council's responses to:

14.1 Application 26/0407/PA — Garage, Spring Gardens, Narberth

Change of use from storage use to a football academy, partly retrospective. Consultation response required by 6 November.

14.2 Application 26/501/OHL — Golden Hill to Broadfield

Application for consent under section 37 of the Electricity Act 1989 for installation of a 33kV overhead line. Consultation response required by 17 November.

14.3 Application 26/0498/PA — 4 Mill Farm Cottages, Mill Lane, Narberth

Alterations and extension to the dwelling. Consultation response required by 18 November.

14.4 Planning decisions

To note notified planning decisions, including conditional approval of application 26/0278/PA at The Studio, Little Greenway, Station Road.

OM 261103.15 Narberth Community Library — Transfer documentation, registration and business rates

a) Proposed resolution authorising execution of the Transfer

To consider Hains & Lewis's letters dated 8 and 21 October 2026 and the proposed formal resolution concerning execution of the Transfer.

Proposed resolution:

That Council authorises execution as a deed of the Transfer relating to the Library and Community Facility at the Former Narberth School, Town Moor, Narberth; confirms the authority of the Council signatories identified under resolution OM260602.10; and authorises the Town Clerk, Kris O'Kane, to complete the necessary officer attestation and associated execution formalities.

The signing, sealing and witnessing arrangements must follow the execution form confirmed by Hains & Lewis before the document is executed.

The Clerk is authorised to provide the solicitors with a certified copy of this resolution and complete the associated administrative arrangements.

b) Land Registry and Ordnance Survey

To receive an update on the outstanding survey and registration requirements relating to title CYM895968 and the steps required to complete registration.

c) Non-domestic rates

To receive an update on the disputed rates demand, professional advice obtained under existing authority, the position regarding recovery action and any further decision required from Council.

OM 261103.16 Bloomfield House Community Asset Transfer — progress update

To receive an update on the existing CAT process, including professional advice received, the information required to develop a costed professional proposal, the lease position and outstanding project information and contact arrangements.

To note the position regarding potential professional costs and their funding.

Councillor Sturman's separate CAT motion is reproduced under item 27.2.

OM 261103.17 Bloomfield House — insurance arrangements and property checks

To consider One Voice Wales's advice dated 30 September 2026, the updated tenant insurance documentation and the response from the Council's insurer.

To review progress against resolution OM260901.19 and agree the remaining steps needed to establish whether the Council's interests as freeholder are adequately protected, including obtaining further insurance advice where necessary.

To consider arrangements for annual verification of insurance documentation and property inspections consistent with the lease. Any proposed additional insurance cover and associated cost must be reported to Council before a policy is placed.

OM 261103.18 Force for Nature benches — sites and installation

To consider the proposed bench locations, landowner permissions, installation requirements, costs and funding arrangements.

To approve locations and any expenditure specifically recommended in the accompanying papers, subject to the necessary permissions and available funding.

OM 261103.19 St Andrew's Churchyard — pond safety and interim maintenance

To receive an update on the pond safety assessment and consider any outstanding decision required.

To consider any costed requests from Councillor Tomos Williams-Mason, in his capacity as Chair of the St Andrew's Churchyard Subcommittee, for maintenance works between now and the post-Christmas review, including any proposed additional grass cut.

Council is asked to consider the necessity, timing and funding of each proposal, noting that no budget remains available for the churchyard. Any approval of expenditure must identify its funding source.

OM 261103.20 Highways — driver feedback signs and grit bin sitings

To receive an update on driver feedback signs, including the information supplied by County Councillor Elwyn Morse and progress with its referral to the relevant PCC service.

To consider and approve the final list of proposed grit bin locations, including any amendments agreed by Council.

OM 261103.21 Painting of highway railings and bollards — tenders and 2027/28 budget provision

To note PCC's confirmation that the railings and bollards form part of the highway safety measures.

To consider whether to invite fresh tenders for their painting and agree the scope of works, with the resulting costs considered through the 2027/28 budget and precept process.

The proposed works and expenditure would fall within the 2027/28 financial year, timed for suitable weather conditions and subject to approved funding.

OM 261103.22 Grant applications

To consider the following applications, together with the supporting documents, RFO assessments, available budget and appropriate spending powers:

a) SPAN Arts — Narberth A Cappella Festival 2027

To determine the corrected Standard Grant application for support towards the festival.

b) Pembrokeshire Foodbank — FAST/equipment application

To determine the application for £2,645, including the additional costings and supporting information supplied.

c) Pembrokeshire Foodbank — emergency food application

To determine the separate application for £2,355 towards emergency food provision.

For each application, Council may approve an award with appropriate conditions, decline it or defer determination pending specified information.

OM 261103.23 Deferred Standing Orders and communications policies — status update

To note that consideration of the draft Standing Orders 2026, Communications Protocol and Social Media and Electronic Communication Policy was deferred on 6 October and remains outstanding.

The existing adopted documents continue to apply. No adoption decision is sought under this item.

The separate proposed Plain Language and Accessible Communications Policy is addressed under item 27.3.

OM 261103.24 Councillor training and development

To receive an update on implementation of the existing Training and Development Policy and Plan, training records, outstanding member self-assessments and the VAT training session on 10 November.

To note the procedural position of the training-record motion considered but not put to a vote on 6 October, as explained in the Clerk's Report.

OM 261103.25 Resident complaints — procedural update

To receive a procedural update on resident complaints, the Monitoring Officer's advice and responses provided.

To note the appropriate routes for procedural and member-conduct complaints, including the application of the Local Resolution Protocol where appropriate.

This item does not seek a determination of individual conduct allegations.

OM 261103.26 Office capacity and delivery of existing commitments

To receive the Clerk's statement on office capacity, existing statutory duties, approved projects and outstanding commitments.

To consider any specific resourcing measures recommended in the accompanying report.

Operational work planning will be undertaken by the Clerk with the Mayor, having regard to Council's lawful decisions and available resources. Individual members must not issue unauthorised instructions to the Clerk.

Personal employment matters will be addressed through the appropriate staffing arrangements.

OM 261103.27 Notices of motion

To consider the following submitted motions alongside the relevant supporting papers and Clerk's advice.

27.1 Councillor Glinys Meredydd — submitted 16 October 2026

"A proposal to disband all non statutory committees with immediate effect."

27.2 Councillor Clare Sturman — Progression of Bloomfield House Community Asset Transfer (CAT) — submitted 17 October 2026

That Narberth Town Council resolves to:

1. Request a written progress report from the Clerk detailing actions taken in response to minute EOM260414.07, Resolution 1, including any legal or professional advice sought or received, engagement undertaken with Bloomfield representatives, and any outstanding barriers to progress.

2. Appoint the Mayor and two nominated councillors, who are not trustees of Bloomfield, to act as the Council's representatives in exploratory discussions with Bloomfield regarding the proposed Community Asset Transfer.

3. Authorise those representatives to attend meetings, gather relevant information, explore potential arrangements and report their findings and recommendations to Full Council. This

authority shall not extend to making financial commitments, entering agreements or binding the Council to any transfer.

4. Request that the Clerk provides appropriate administrative and professional support, including identifying any legal, financial or procedural requirements that need to be considered by Full Council.

5. Require an initial progress report within eight weeks of the resolution being adopted, with further decisions concerning the CAT remaining with Full Council unless expressly delegated.

27.3 Councillor Clare Sturman — Adoption of a Plain Language and Accessible Communications Policy — submitted 20 October 2026

That Narberth Town Council resolves to:

1. Adopt the attached Plain Language and Accessible Communications Policy with effect from the date of approval.

2. Apply the policy to official Council correspondence, agendas, reports, minutes, public information and other written communications, subject to statutory requirements.

3. Ensure that reports requiring Council decisions clearly explain the purpose, background, relevant options, implications and decision being requested.

4. Promote accessible communication for councillors, employees and members of the public, recognising different communication needs and the Council's equality responsibilities.

5. Apply the principles of the policy to communications in both Welsh and English, in line with existing Welsh language responsibilities.

6. Review the policy six months after adoption to assess its effectiveness.

Supporting papers:

The member's draft policy and supporting report, together with the Clerk's assessment and any further SLCC advice available by the meeting.

27.4 Councillor Hilary Cole — Code of Conduct

That Narberth Town Council:

1. Reaffirms that all members are expected to uphold and comply with the Council's adopted Code of Conduct.

2. Does not condone the conduct of the member at the Council meeting on 6 October 2026 and considers that it fell short of the standard expected of those in public office.

3. Requests that the member acknowledge that their conduct fell short of that standard in respect of their verbal abuse towards the Clerk, contemptuous treatment of Councillor Williams-Mason, and lack of respect for the Mayor and the office of Mayor, and formally apologise to all parties.

OM 261103.28 Date of next meeting

To confirm the next Ordinary Meeting for Tuesday 1 December 2026 at 7.00 pm, and note any committee or budget meetings scheduled before then.

OM 261103.29 Exclusion of the press and public — confidential staffing minutes

To consider excluding the press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because consideration of confidential employment information would be prejudicial to the public interest.

To consider the accuracy and approval of the confidential staffing record from the meeting held on 1 September 2026, including the matter reserved for separate consideration on 6 October.