

SAUNDERSFOOT COMMUNITY COUNCIL



3rd March 2022 DRAFT Minutes

Minutes of the General Meeting of The Saundersfoot Community Council held on Thursday 3rd March 2022. This was a hybrid meeting, with Councillor's meeting in the hall and any members of the public or Councillors who preferred to meet remotely, being offered a live link to the meeting via Zoom.

These arrangements are compliant with the Local Government and Elections (Wales) Act 2021 s47 and in line with the current Government imposed Covid 19 Restrictions.

Present in person - Cllrs M Wainwright (Chair), D Ludlow (Vice Chair), R Hayes MBE, M Williams BEM, S Boughton-Thomas, T Pearson, N Sefton and the Clerk

Present remotely- Mr E John and 1 member of the public

Prior to the start of the meeting Mr Emyr John, Pembrokeshire Community and Town Councils Project Officer, attended, via Zoom, and answered any questions raised regarding the forthcoming Elections.

Mr John left the meeting

Meeting commenced at 18.15

A moment of reflection was held to remember all those suffering in combat.

2022/03 211 Apologies for Absence Cllrs P Baker BEM (County Councillor), A Upham and B Cleevely

2022/03 212 Chairman's Report – Cllr M Wainwright

Apart from meetings appertaining to ongoing projects going on in the village, i.e. meetings with the Clerk and the Sensory Gardens, there have not been any official engagements.

I have attended 2 x 1.5 hour on line training programmes which I found very beneficial. The first one was on Charing Skills module 10, perhaps a bit late in the day for my tenure, but reassuring that the majority of what I have been doing is in the training manual, and secondly The Councillor module 2. I would recommend to any Councillors who feel they would like some form of training or advice to put their names forward for one of these relaxed meetings.

The trainer was a Clerk from Cardiff in association with One Voice Wales

2022/03 213 To Receive any Declaration of Interests as per the Code of Conduct

Cllr Pearson declared a personal interest in any matters appertaining to the Regency Hall/Library – Cllr Pearson is a Trustee of the Regency Hall

Cllr Boughton-Thomas declared a personal and prejudicial interest in any matters appertaining to the Regency Hall/Library – Cllr Boughton Thomas is Treasurer to the Regency Hall. Cllr Boughton Thomas has been granted a Dispensation by Pembrokeshire County Council - Standards Committee to speak, but not vote, on any matters relating to the Regency Hall/Library.

Cllr Williams BEM declared a personal and prejudicial interest in agenda item 2022/03215 (E) as the applicant is well known to Cllr Williams' family

Cllr Hayes MBE declared a personal interest in any matters appertaining to the Saundersfoot Sports and Social Club – Cllr Hayes MBE is a Trustee of the Sports Field

2022/03 214 To Receive the Minutes of the Meeting Held on the 3rd February 2022

Minute 2022/02 204 – It was noted that Cllr Ludlow had seconded an action in which his wife is involved. Cllr Williams BEM proposed that the Minutes reflect the amendment that Cllr Williams BEM seconded the proposal that the Clerk liaise with Mrs Ludlow regarding the design of the Council plant pots (as Mrs Ludlow plants the pots) and replace such, with a recycled planter, to a cost of £100. Cllr Williams proposed the change; Cllr Sefton seconded the proposal with all Cllrs in full agreement.

Following the above amendment Cllr Williams BEM proposed that the Minutes for the meeting held on the 3rd February 2022 be signed as a true record; Cllr Hayes MBE seconded the proposal with all Cllrs in full agreement.

2022/03 215 Matters Arising from the Minutes – Information Only

None

2022/03 216 Account(s) for Payment and to consider the Bank Reconciliation

Following consideration of the information presented to the Council; Cllr Boughton-Thomas proposed that the bank/cashbook reconciliation be accepted as a true and accurate record of the Council's accounts, Cllr Hayes MBE seconded the proposal with all Councillors in full agreement.

Cash Flow February 2022		
Balance	£ 53,458.88	B/F
Payments made	£ 3,886.97	
Payments received	£ 508.33	
	£ 50,080.24	C/F
Play Park Donation	£ 1,355.00	
Council	£ 37,867.24	
Cemetery	£ 10,858.00	
	£ 50,080.24	

The Clerk requested Council to consider the quarterly donation to the Regency Hall – Cllr Williams BEM proposed that the Saundersfoot Community Council pay the Regency Hall a donation of £1075; Cllr Ludlow seconded the proposal with all Cllrs eligible to vote in favour of such.

The Clerk also advised the Council that the money from the Community Account has now been transferred, in full, to the Community Working Party's nominated account.

2022/03 217 Planning Application(s) Received

NP/22/0043/FUL 3, The Glen, Saundersfoot – The Council have no concerns regarding this application – Several other properties in the area have been developed in the same way and the Council consider this will be in keeping of these.

NP/22/0077/FUL Main House, Harbour Heights, The Ridgeway, Saundersfoot – The Council considers this application to be a like for like amendment of the existing building and raise no concerns or objections.

NP/22/0057/FUL Doly-y-fran, Valley Road, Saundersfoot – The Council consider that the proposed plans area good use of the loft space and support this application.

NP/22/0068/FUL Spindleberry, 13, Ragged Staff, Saundersfoot – The Council note that although this is a very large proposed alteration it is making good use of the existing plot and support this application.

Cllr Williams BEM left the meeting room

NP/21/0752/FUL Mountain Ash Cottage, Sandy Hill Road, Saundersfoot– The Community Council have received a number of letters raising concerns of this development. The Council considered these in their response. Unfortunately, the Pembrokeshire Coast National Park Planning Authority were unable to support a site visit and Councillors were disappointed that they were unable to access the site and gauge the proposed development and impact of such on neighbouring properties. The Council consider that this proposed development is potentially overpowering to neighbouring properties, neighbours will have their amenities greatly affected in a negative way and the proposed dwellings will cause major overdevelopment of the site. The Council do not support this application.

Cllr Williams BEM re-joined the meeting room

NP/21/0803/FUL Saundersfoot Harbour Commissioners, Harbour Office, Saundersfoot – The Council note that valuable parking spaces will be lost but understand that the ramps and all access alterations are required. The Council have no objections regarding this application

2022/03 218 Licensing Application(s) Received – None

2022/03 219 Consideration of Correspondence Received

- Information received from Society of Local Council Clerks offering information regarding forth coming training sessions
- Information regarding the Local Government and Elections (Wales) Act 2021 section 47 relating to multi locational meetings. The Clerk advised that the Saundersfoot Community Council have offered multi locational meetings since returning to the Regency Hall last year.
- Email regarding the opening of the Welsh Government apprentice Scheme on the 28.03.2022
- Email regarding a forthcoming meeting with the developers of the land opposite the Booths Arcade known locally as 'the Paddock'.
- Several public Consultations Emailed to all Councillors during the month.
- Withdrawal Notice of Planning Application NP/21/0326/FUL
- Email received from the secretary of the Rory Rogers Wheel Park Group requesting information appertaining to the meeting held by Councillors to consider the use of the land in the ownership of the Council known as the 'Old Putting Green'. The Clerk has responded advising that the report will be available following this evening's meeting.
- Email received from Saundersfoot Sports and Social Club Ltd – Cllr Wainwright proposed that an Extraordinary Meeting be called for as soon as possible to enable the correspondence to be considered and a response formulated; Cllr Williams BEM seconded the proposal with all Cllrs, eligible to vote, in full agreement.

2022/03 220 To receive County Councillor's Report – Cllr Baker was not able to attend as he was still attending the Full Pembrokeshire County Council which had considered several substantial items.

**2022/03 221 To Receive Any Reports from Working Parties Including –
Sensory Garden and Grounds – Cllr Williams BEM**

The contractors have now completed their work in the area between the Coal Office and the garden.

David Cox has recently purchased two suitable crab apple trees and the contractor's last item of work was to put in two borders. David asked whether Mr Lewis could remove the stones and chippings down to a depth of 2 feet. This has been completed.

The completion of the work in this area means that we require 3 tonne bags of topsoil. A meeting to be arranged with Mr Davies, the Clerk and Grounds Working Party to move the works in this area of the Garden forward.

On Monday Mr Lewis continued his preparation for the bench.

Some rubbish has collected behind the container and I have asked Mr Lewis to remove it. We could then put a compost container there. The soil that the bowling club are currently using on the green came on pallets and they would be ideal as a compost frame.

Griffin Landscapes are awaited to start works in the garden. The Clerk is awaiting an undertaking from Griffin Landscapes advising that materials purchased will be the property of Saundersfoot Community Council and stored onsite. Once this has been received, I request confirmation that the upfront 50% payment can be made please? The works are envisaged to be completed within a few weeks once commenced. – This Payment was agreed.

Smart Gardens, who will be pruning the Holm oaks, will be starting week commencing 07.03.2022

A start has been made to the wall repairs and it should be completed this weekend. This is work covered in the Enhancing Pembrokeshire Grant.

I have met with Julie Davies who has agreed to support the Council's Wales in Bloom application. Julie continually picks litter in the village and both she and Sam, from Elements, are very knowledgably in conservation and recycling.

In view of the Wales in Bloom criteria for the Environment, Julie is liaising with Earth Hour. An application for the Keep Wales Tidy Award has been submitted.

I apologise for not calling a meeting of the Grounds working group this week. Hopefully, we can meet early next week.

My daughter in law, Rachel, was commissioned by Bluestone to create a daffodil display. She required 1250 daffodils but Puffin Produce delivered 3000 last Friday. Rachel placed buckets in the village on St David's Day and we gave free bunches of daffodils to all and sundry. We took photographs and they will be placed in the folder for Wales in Bloom.

The Clerk confirmed that an inspection of the Cemeteries had taken place, following the high winds. Mr Viggars had been requested to remove several broken boughs.

Personnel Working Party – Cllr Wainwright

Due to the personal information to be discussed, this agenda item will be considered at the end of the meeting under Private and Confidential meeting conditions.

Library 2022/2023 onwards – Cllr Upham/Baker

Councillor Boughton Thomas advised the Council that information is still awaited from the Charity Commission.

Christmas Lights – Cllr Williams BEM

All Councillors confirmed that they had received the Email regarding the pre loved lights which MK Illuminations have on hold. The list comprises of a Nordic star (As positioned on the Regency Hall Christmas 2021) and several differing lengths of lights and flashing lights. Cost of such circa £375

Cllr Williams BEM confirmed that he has considered various locations for the requested lights. Cllr Williams BEM proposed that Saundersfoot Community Council purchase the preloved lights for display in the village; Cllr Hayes MBE seconded the proposal with a majority vote in favour of such. 1 abstention.

Promoting New Councillors – Cllr Ludlow

Several meetings, of the group, have been held with posters being displayed around the village and on Facebook advising persons to Contact the Clerk for further information regarding the nomination process. A meet and Greet meeting to be arranged (Arranged for 6.30pm Tuesday 22.03.2022) where any members of the public, who would like more information regarding the Saundersfoot Community Council or the Nomination process, can drop in and ask Councillors, Mr Emyr John or the Clerk questions.

Nomination period 21.03.2022 to 05.04.2022

Nomination forms available from the Clerk.

Putting Green Area - Cllr Boughton-Thomas

The Putting Green Working party, comprising of Councillors Wainwright, Williams, Boughton-Thomas, Baker and Hayes met on site on 16th February to try and decide how best to satisfy the requests of the 3 organisations (Rory Rogers Wheelpark, Bowling Club and Sports Club) and any other parties who have an interest in the unused Community Council land at the rear of the MUGA and Bowling Green. It was agreed that we would ask Hywel Rees to draw up a plan of the area which could accommodate all three requests, for submission to the 3 organisations for their agreement, prior to approaching PCNPA for a pre-app.

Cllrs Boughton-Thomas and Baker then met Hywel on site on Tuesday evening 1st March, and after discussing the thoughts of the working party, about the split of the area, he agreed that he would be happy to put together a rough area plan for presentation to Council and thereafter the Organisations concerned, at no cost to the Council, but we also need our clerk to check the Wayleave drawn up with Harlequin relating to the EE mast and the agreed route of access re maintenance etc, and we need to keep in mind the underground cabling etc near the mast, and the drainage problems throughout the whole site.

It was confirmed that the EE mast will be accessed over the drive between the MUGA and the Play Park and not across the 'old putting green'. An area will be required to be left clear to afford access to the mast.

Play Park – Cllr Ludlow

Three quotations have now been received for the works inside the gateway in the park. This is the area that has unfortunately not had time to dry out and has become very muddy since the opening of the park in December 2021.

All Councillors confirmed that they had received the three quotations:

- a) £700 Available May 2022
- b) £710 Available ASAP
- c) £675 Available next week/week after

Following consideration of the above prices, Cllr Ludlow proposed that the Council award the contract to 'price c' as this is the cheapest of the three offering the same works; Cllr Williams BEM seconded the proposal with all Cllrs in full agreement.

2022/03 222 To Receive Reports from Council Representatives

Community Chest Project – Cllr Boughton-Thomas

There will be a meeting on Saturday 26.03.2022 when persons who have applied for funding from the Community Chest can make their presentation to the panel of judges.

There are several applicants who do not have a bank account which satisfies the requirements of PAVS.

Cllr Boughton Thomas proposed that the Community Bank Account be used to accept and pay out money awarded to, no more than, two local groups who have applied to the Community Chest for funding for their local projects, confirming that this is not Council money; Cllr Wainwright seconded the proposal with all Cllrs in full agreement.

Saundersfoot in Bloom – Cllr Hayes MBE

The annual Meeting of the Saundersfoot in Bloom took place last week with all officials being re-elected en bloc.

Thanks were given to Mrs Ludlow for her sterling efforts in making sure the planters around the village are looking their best.

It is hoped that the Flower Festival will go ahead but it has not been confirmed as yet. Usually the 2nd week in August.

The judging for Wales in Bloom will take place in July.

2022/03 223 The consideration of the Invitation received from The Chamber for Tourism regarding Christmas in the Village 2022 – Emailed to all Councillors 24.02.2022

An invitation has been circulated, by the Chamber for Tourism, inviting any organisations or persons who hold any events or carry out any activities regarding Christmas in Saundersfoot. It was agreed that the Council will make representation at this meeting.

2022/03 224 To consider the Remuneration Determinations as set out by the Independent Remuneration Panel for Wales - Emailed to all Councillors 24.02.2022

Cllr Sefton proposed that this agenda heading be postponed until the first appropriate meeting after the election; Cllr Wainwright seconded the proposal with all Cllrs in full agreement.

2022/03 225 To consider the celebrations for the Queens Jubilee – To possibly form a working party to co-ordinate with other bodies events to take place over the extended Bank Holiday

Following a short discussion, it was considered that a request be made to the Chamber for Tourism if the Queens Jubilee celebrations within Saundersfoot could be added to the agenda for the meeting to discuss Christmas, as all parties will be present. Cllr Ludlow to make enquiries.

Personnel Working Group – Cllr Wainwright

Cllr Wainwright, in accordance with the Public Bodies (Admission to Meetings) Act 1960, proposed that, due to the personal nature of the business to be considered and discussed appertaining to the Personnel Working Group's Report, the meeting should continue in closed session and all discussions to remain confidential; Cllr Williams BEM seconded the proposal with all Cllrs in full agreement.

One member of the public left the meeting

Following the receipt of the Personnel Groups report and discussions of such, in Confidence, Cllr Sefton proposed that normal meeting conditions be followed; Cllr Hayes MBE seconded the proposal with all Cllrs in full agreement.

Cllr Ludlow proposed that Saundersfoot Community Council terminate its contract with the HR company who are currently undertaking the Clerk and Handyman's job evaluations and pay for the

services received to date. Following such a meeting of the Personnel Group to be called to assess a satisfactory way forward; Cllr Hayes MBE seconded the proposal with all Cllrs in full agreement.

The Council formally acknowledged the resignation letter received from Cllr Liane James. As the Election period is within 6 months, no further action to be taken by the Clerk.

2022/03 226 Next Meeting – To consider the arrangements for the next meeting, taking into account any changes in the Government Imposed Covid 19 Restrictions regarding the holding of meetings.

To be confirmed following the latest report from the Welsh Government

Meeting closed 20.47

If you wish to receive a link to the meeting, please contact the Clerk at – Clerk@saundersfoot-cc.gov.wales

DRAFT