

# SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the Annual Meeting of The Saundersfoot Community Council held on Thursday 19<sup>th</sup> May 2022 in the Regency Hall, Saundersfoot with a live link to the meeting via Zoom.

These arrangements are compliant with the Local Government and Elections (Wales) Act 2021 s47

Present in person - Cllrs M Wainwright (Chair), D Ludlow (Vice Chair), M Williams BEM, S Clarke, S Cole, A Cormack, M Knibbs, D Parcell, County Council C Williams BEM and the Clerk

Present remotely- Cllr L Harper

Meeting commenced at 18.04

Prior to the commencement of the meeting Members of the Public were afforded the opportunity to ask any questions regarding items listed on the agenda.

All Saundersfoot Community Council meetings are regulated by its Standing Orders.

## **Annual Meeting Agenda**

**2022/05 1 To acknowledge Declarations of Office from all Councillors present** – The Clerk confirmed that all Councillors had made their Declarations of Office

**2022/05 2 To Elect the Chair of Saundersfoot Community Council for 2022/2023**

Cllr Wainwright was nominated and the nomination seconded as Chair to Saundersfoot Community Council. Cllr Wainwright accepted the nomination and made his Declaration of Office.

**2022/05 3 To Elect the Vice Chair of Saundersfoot Community Council for 2022/2023**

Cllr Ludow was nominated and the nomination seconded as Vice Chair to Saundersfoot Community Council. Cllr Ludlow accepted the nomination.

**2022/05 4 2022/2023 Chairman's Address to the Council**

Outgoing report – Cllr Wainwright reported that on Saturday the 9<sup>th</sup> of April, I was at Saundersfoot Bowling club, and had the honour of bowling the first wood to mark the opening of the new season. Although a few metres short of the jack, I was told my line was good, every little helps. I then made a short speech to thank the Chairman, Myrddin Dennis and President, Ann Lewis for asking me to open the Green, and I wished them a sporting and successful season. Refreshments and sandwiches were provided afterwards, and the Bowls Chairman told me that they were organising get together social evenings on a Friday night and they have been very successful in attendance and recruitment, so good luck to them all.

A meeting was held in the Marine Centre of Excellence by kind permission of Michael Davies, for Saundersfoot Community Council, Saundersfoot Chamber for Tourism and the Harbour to discuss and make arrangements for the Queens Jubilee Celebrations. This was a very open and successful meeting and plans are now being put into action.

For the rest of the month (April) we were in the pre-election period and the County Council did not want any big announcements or photos in the paper as we may sway voters by over publicising any events or decisions that could help us win votes.

**Chairman's address to the Council May 2022**

Thank you all for voting for me as your Chairman for this year, it makes me very proud. I'd like to thank Martyn and Dean for proposing and seconding me, and you all for having the faith and confidence in me to do a second term of office.

As far as I am aware this will be the first time in the history of Saundersfoot Community Council that the existing chair has been asked to do a consecutive year of office, and for that I am very proud.

We have lost a lot of talent recently, and we only have three of the last Council in office, we are still two Councillors short, which we will be looking to co-opt shortly. We seem to have been blessed with plenty of new talent and ideas, and once we realise Councillors' strengths then we will be able to serve the village at our very best.

**2022/05 5 Apologies for Absence – Cllr P Robinson**

**2022/05 6 To receive any Declaration of Interests.**

Cllr Ludlow declared a personal interest in agenda item 2022/05 19 E – Cllr Ludlow is a friend of the Architect

Cllr Wainwright declared a personal interest in agenda item 2022/05 19 E – Cllr Wainwright is a distant relative of the applicant

Cllr Williams BEM declared a personal and prejudicial interest in agenda item 2022/05 19 B – The applicant is well known to Cllr Williams BEM

**2022/05 7 Saundersfoot Community Council Working Parties**

This agenda heading has been carried forward to the June 2022 meeting – to enable Councillors to consider which parties they would like to represent.

**2022/05 8 To review the Council's representation on outside bodies**

This agenda heading has been carried forward to the June 2022 meeting – to enable Councillors to consider which outside bodies they would like to represent.

**2022/05 9 Banking arrangements**

It was proposed and seconded that Cllrs Wainwright, Cole and Clarke are added to the Banking Mandate as signatories for the Saundersfoot Community Council. Vote taken – All Cllrs in full agreement

**2022/05 10 Regular Payees, Standing Orders and Contracts (2022-2024)**

All Councillors confirmed they had received the list of regular payments, direct debits, preferred suppliers and awarded contracts.

It was proposed and seconded that the list, as presented, be approved and reviewed May 2024, or before, if required. Vote taken – All Cllrs in full agreement

**2022/05 11 To review the Financial Regulations and Financial Risk Assessment.**

All Councillors confirmed they had received a copy of the Financial Regulations and Financial Risk Assessment.

It was proposed and seconded that the Financial Regulations, as presented, be adopted and reviewed May 2025 or before if required. Vote taken – All Cllrs in full agreement

It was proposed and seconded that the Financial Risk Assessment, as presented, be adopted and reviewed May 2023 or before if required. Vote taken – All Cllrs in full agreement

## 2022/05 12 Donation Requests Received

It was agreed that this agenda item be carried over to the next meeting following the approval of the Donations Policy

## 2022/05 13 2022/2023 Meetings of Saundersfoot Community Council

9th June 2022      14<sup>th</sup> July 2022

Meeting dates will be approved in the prior meeting – All efforts will be made to hold General Meetings of the Saundersfoot Community Council on the first Thursday of the month.

### General Meeting Agenda

## 2022/05 14 To Receive the Minutes of the Meeting Held on the 7<sup>th</sup> April 2022

It was agreed that the Minutes of the meeting held on 7<sup>th</sup> April 2022, as presented, be signed as a true record of the meeting.

## 2022/05 15 Matters Arising from the Minutes – Information Only

None

## 2022/05 16 Invoices received – Payments to be acknowledge or approved

It was proposed and seconded that the payments made be acknowledged and payments made. Vote taken – All Cllrs in full agreement

## 2022/05 17 To approve the bank/cash book reconciliation

### Cash Flow April 2022

Balance	£	47,479.96	B/F
Payments made	£	2,924.18	
Payments received	£	29,227.71	
	£	73,783.49	C/F

Cemetery	£	4,770.00
Council	£	69,013.49
	£	73,783.49

It was proposed and seconded that the finance report, as presented, be signed by the Chair as a true record of the Saundersfoot Community Council's financial position as of 01.05.2022. Vote taken – All Cllrs in full agreement

## 2022/05 18 To receive any updates regarding the 2021/2022 Audit process

The Clerk advised Councillors that all the relevant information has been passed to the Internal Auditor for consideration. Following such the Internal Auditor's report will be presented to the Council at the June meeting, for acknowledgment and approval, prior to the information being forwarded to the Auditor General for Wales.

## 2022/05 19 Planning Applications Received

- A      NP/22/0285/FUL      Instrand, 3, The Strand, Saundersfoot  
New shop front incorporating street access to owners flat above shop

It was proposed and seconded that Saundersfoot Community Council support planning application NP/22/0285/FUL considering that the proposed plans make good use of the space available. Vote taken – All Cllrs in full agreement

- B** NP/22/0272/RES Reserved matters details associated with NP/19/0132/S73  
Mountain Ash, Sandy Hill Road, Saundersfoot  
Demolition of existing dwelling & erection of 2 detached dwellings

Cllr Williams BEM left the meeting room

Saundersfoot Community Council acknowledge receipt of this application. No actions required by the Council at this time.

Cllr Williams BEM returned to the meeting room

- C** NP/22/0263/FUL Flat above Spar Stores, The Strand, Saundersfoot  
Proposed installation of conservation velux roof windows in existing pitch roof

It was proposed and seconded that Saundersfoot Community Council support planning application NP/22/0263/FUL considering that the façade of the building will not be altered and no concerns were raised by the Conservation Officer. Vote taken – All Cllrs in full agreement

- D** NP/21/0514/FUL 33, Swallowdale, Saundersfoot (Retrospective)  
Garden room to be used as home office and re-alignment of garden fence

Saundersfoot Community Council do not have any comments regarding this application.

- E** 21/1127/PA Land Adjacent to Trees Caravan Park, Sardis Road, Sardis  
Residential Development (Outline - All matters reserved)

Councillors noted that the Coal Authority object to this application. Saundersfoot Community Council do not have any comments regarding this application.

## **2022/05 20 Licensing Application(s) Received**

None received

## **2022/05 21 Consideration of Correspondence**

- A request has been made as to whether there is to be a second bus shelter added to the stop outside Booths Arcade – It was confirmed that this has been brought to the attention of the County Council. A response is awaited.
- Concerns have been raised regarding ‘A frame’ signs, goods for sale, tables and chairs blocking pathways and causing persons to walk in the road. – It was confirmed that Officers from Pembrokeshire County Council will be conducting a walk through the village to assess the impact of items being placed on pavements.
- Letter received from Saundersfoot in Bloom requesting the Saundersfoot Community Council participate in the forthcoming Flower Festival and provide a flower arrangement to be placed in the front window in the North Aisle in St Issells Church. Cllr Parcell advised that his mother may be able to assist with the arrangement.
- Letter received from Pembrokeshire County Council requesting nominations for Community Governor at Stepside School – The Council have no nominations at this time
- Email sent to all Councillors advising of trainings being offered by One Voice Wales – Cllr Clarke requested to attend two trainings.
- Request received to place a memorial plaque on one of the benches placed opposite the Spar Store. The Clerk advised the author that the bench is in the ownership of the Pembrokeshire County Council.

- Phone call received from Pembrokeshire County Council advising that one of the benches placed opposite the Spar Store will be removed and replaced with a memorial bench.
- Email received requesting that a banner advertising a charity event to take place in the village on 25<sup>th</sup> June 2022, be placed of the tension wires of the Christmas Tree structure in the Sensory Garden. The Council will consider this request and revert back to the author once certain information and safety factors are confirmed.

## **2022/05 22 To receive the County Councillors Reports**

County Councillor Alec Cormack-

Saundersfoot North

It is my intention to do everything in my power to maximise the links and cooperation between Amroth and Saundersfoot communities, which is why I am on both Councils. They meet on different nights so I look forward to participating fully in both. Unfortunately they both have meetings tonight and so I will be sneaking off early.

There is not much to report yet. Since the election I have been attending various training courses / induction meetings at County Hall. The Annual meeting of the Council will take place on 26th May after which the business of the Council will get underway.

I have already been working very closely with Cllr Chris Williams in "the South". We have had several joint meetings already and will collaborate on matters across Saundersfoot.

For this reason, and to save your time, I propose that in future we issue a joint County Councillors' report to meetings of Saundersfoot CC.

### Issues Raised on the Campaign Trail

Many issues were raised with me while campaigning, which I will follow up in the coming weeks in conjunction with Chris. I've listed the Top 5 below - If any Community Councillors would like to meet to discuss these then please let me know.

- Overdevelopment of Saundersfoot in general and specifically infrastructure such as the capacity at doctors' surgery
- Parking - for residents and visitors
- Outline Plans to use North Close to access any future development at Penny Farm
- Road safety on the Ridgeway - speed, overhanging hedges, potholes
- Road Safety on Fan Rd / Ridgeway / Valley Road / Incline Way intersection

### **Jubilee Weekend - Strand**

The owner of the Tramway Cafe in the Strand has approached PCC regarding having tables in the Strand roadway outside their premises for the Jubilee weekend.

PCC Highways have consulted with Cllr Chris Williams and me about this. PCC note that special Jubilee arrangements are being made in the county for that weekend in several areas, so they are minded to allow this subject to potential health and safety concerns being satisfied e.g. by the use of a specialist traffic management company to protect customers and pedestrians.

PCC Highways have asked me about any other plans in the Strand area for that weekend and I said I would raise it at tonight's Saundersfoot CC meeting as I am the new boy!

Unless the community council has any objections, then tomorrow morning I will visit the other business owners and residents of the Strand to see if they would also be interested in having tables and chairs in the road, either for their business or for some kind of residents' street party.

As time is now very short, I will encourage interested residents/business owners to contact PCC immediately. If there is significant interest then I will discuss with PCC whether it would be appropriate to make wider temporary changes on the Strand for the Jubilee weekend e.g. to

suspend parking bays etc to facilitate Jubilee celebrations. Please note that even if this goes ahead, the Strand will be open to vehicles throughout the weekend.

County Councillor Chris Williams BEM- Saundersfoot South

I've had a busy first three weeks in my new role as County Councillor for Saundersfoot South. I would like to point out that many residents are still unaware of the split between North and South in Saundersfoot.

I've had a few queries, mainly from residents in Westfield Road regarding housing issues. The proposed development at Sandyhill Road as well as questions regarding dogs on Saundersfoot beach have also been raised. While all of these queries have been in Saundersfoot South I would like to point out that Alec and myself have been working closely together on issues that concern both north and south.

One central issue has been the question of café culture on both the Strand and Cambrian Terrace. Alec and I decided to tackle this together as it was an issue that concerned us both. I visited every premise along Cambrian Terrace and had a good discussion with the owners. While the response was mixed I still took on board all the positives as well as the negatives. My personal opinion is that Café Culture is good for Saundersfoot, but it can't be at the expense of parking spaces whether they are disabled ones, thirty minutes or loading bays. Another point I must stress is that currently some of the premises are shut from one to four days, due to staff shortages. Having extra tables outside will then have an impact on staff. If they are shut it is unacceptable to have road barriers 'in situ' preventing both resident and tourist parking.

The village has lost disabled parking opposite the Arcade as well as the 'thirty minute bays' in the Regency car park to make way for electric charging points. I want to find a solution to the parking problems and will work extremely hard with Alec to do so.

At this point I can't support Café culture outside Cambrian Terrace. I'm meeting Marc Owen on June 1st in Saundersfoot to discuss these issues and I want to make sure there are enough disabled parking spots, along with thirty minute bays.

I will speak with Marc Owen regarding the lack of a loading bay on Milford St and have asked highways to attend the meeting on June 1st to explain their intentions for Saundersfoot.

Finally Alec and myself have had positive discussions and intend to formulate a plan to look at increasing the parking options in the village.

County Councillor C Williams BEM left the meeting

## **2022/05 23 To Receive Any Reports from Working Parties**

Grounds Management Working Party and Sensory Garden Working Party – Cllr M Williams BEM

- Julie Davies (Saundersfoot in Bloom) and I met with Zoe of Keep Wales Tidy recently in relation to achieving a Green Flag Award. We will be informed in June.
- Most of the daffodil leaves have been removed and the remainder will be removed over the next 10 days. Debbie Ludlow and her 'Team Littlefoot' have offered to plant summer bedding on Monday, May 30 2022
- The Chair and myself will meet Harbour staff on Thursday at 10am to check the New Year's Day Swim's amplifier which will be used for the Platinum Jubilee Celebratory Picnic on the Decking.
- The white and yellow lines in our car park will be re-painted by Evan Pritchard contractors at no cost to the Saundersfoot Community Council.
- Saundersfoot Community Council has been awarded an Enhancing Pembrokeshire grant to replace the timber raised beds in the Garden. The total cost is £10,250 of which we have to contribute 20%. Following being let down by several contractors several other

contractors have been approached. Unfortunately there is an increase in the cost due to the rising price of materials.

It was proposed and seconded that, in order to secure the contractor and the proposed starting date for the works, which will be completed prior to the Wales in Bloom judging, the additional cost of £1,445 be accepted and paid from the Sensory Garden budget for 2022/2023. In addition a deposit of £4,000 be paid following confirmation that all materials purchased from the £4,000 remain the property of Saundersfoot Community Council. Vote taken – All Cllrs in full agreement

#### Play Park Task and Finish Group – Cllr D Ludlow

- Pembrokeshire County Council Pest Control Officer has attended at the park to assess the infestation of moles. At present the situation is not severe enough to close the park and lay humane traps.
- The rubber matting to the entrance of the park has been completed and is considered to be a very tidy job. There are no mud issues at this point in time.
- The picnic tables, three differing sizes, purchased from the donated monies received from persons sponsoring the display boards, have been placed within the park and are well used.
- Consideration to be given for extra rubbish bins to be placed in the park.

It was proposed and seconded that Saundersfoot Community Council purchase two further rubbish bins, in the shape of animals to encourage children to put their rubbish in the bins. They are made from recyclable materials and will be purchased at a cost of £275 each and placed within the play park. Vote taken – All Cllrs in full agreement

#### The Personnel Working Group – Cllr M Wainwright

A meeting will be called once the membership has been confirmed.

#### **2022/05 24 To Receive Reports from Council Representatives**

##### Picnic on the Decking

- Bunting and flags have been purchased. These will be put out on Wednesday 01.06.22 and taken down on the Monday/Tuesday
- The PA system will be checked
- Posters advertising the event are printed and will be distributed around local businesses for displaying
- Risk assessments and emergency vehicle access method statements are being drafted
- Marshals are required – Chamber for Tourism to advise accordingly
- First aiders to be confirmed

It was proposed and seconded that Saundersfoot Community Council purchase a one event insurance policy at a cost of circa £350 with a contribution of one third of the cost to be received from the Harbour and Chamber for Tourism respectively. Vote taken – All Cllrs in full agreement

#### **2022/05 25 Organised road closures for events affecting the village's flow of traffic-** To consider how event organisers could communicate with the Saundersfoot Community Council, to ensure that prior notice of possible changes is received by residents.

County Councillors were requested to communicate with the Saundersfoot Community Council when a request is made for road closures within the wards. This will ensure that any questions asked can be responded to accurately.

Cllr Cormac left the meeting

**2022/05 26 Vehicles travelling at speed around the village roads.** – Concerns have been raised that a fatality could occur by being hit by vehicles travelling at excessive speed on roads leading into the village.

It was acknowledged that this is an on-going major issue within the wards. Possible actions include -

- 20mph restrictions are to be imposed by the Welsh Government (Feed-in date to be confirmed)
- The introduction of speed humps
- The installation of electronic (solar powered) speed signs
- The installation of double yellow lines

The Clerk to write to Pembrokeshire County Council requesting further information of what actions Saundersfoot Community Council can take to prevent motorists from speeding or potential accidents from occurring.

**2022/05 27 Policies** - To consider the draft policies and if agreed, adopt any recommendations.

a. Donations Policy

It was proposed and seconded that, to ensure transparency and compliance, Saundersfoot Community Council, adopt the Donations Policy and associated documentation as presented to all Councillors, reviewing such in May 2023 or before if necessary. Vote taken – All Cllrs in full agreement.

The Clerk to advise the Regency Hall and Sardis Park and Gardens of the new Donations Policy.

b. Busking Policy

Following a discussion regarding buskers performing in the Sensory Garden it was proposed and seconded that the Clerk, on behalf of the Saundersfoot Community Council, apply for and undertake the requisite course to obtain a Personal Licence, at a cost of £277. A further Licence will be required each time buskers perform using amplifiers. Vote taken – All Cllrs in full agreement.

Once the Licence has been obtained, the Busking Policy to be readdressed and amended accordingly.

**Meeting closed 21.10**