

# SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the General Meeting of The Saundersfoot Community Council held on Thursday 1<sup>st</sup> December 2022 at the Regency Hall, Saundersfoot at 6pm.

All Saundersfoot Community Council meetings are open for members of the public to either attend the meeting in person or via a live Zoom link.

Please note that Audio or Video recording of Full Council meetings is not permitted.

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

## 1<sup>st</sup> December 2022

Present in Person: Cllrs D Ludlow (Chair), M Williams BEM (Vice Chair), M Knibbs, P Robinson, R Hayes MBE and L Harper

Present via Zoom - Cllr S Clarke

Also present – Eight members of the public and the Clerk

Meeting commenced at 18.17

### 2022/12 171 To Receive any Apologies for Absence:

Cllrs A Cormack, S Cole, N Cleevely and County Councillor C Williams BEM

### 2022/12 172 To Receive any Declaration of Interests, as per the Code of Conduct

Cllr Williams BEM declared a person in interest in agenda item 2022/12 178 A, Cllr Williams BEM family member lives in close proximity of the application site.

Cllr Hayes MBE declared a personal interest in any matters appertaining to St Issells Church, Cllr Hayes MBE is a member of the Church Committee

Cllr Hayes MBE declared a personal interest in any matters appertaining to Saundersfoot in Bloom, Cllr Hayes MBE is the Secretary of Saundersfoot in Bloom

It was proposed and seconded that agenda item 2022/12 178 A be brought forward. Vote taken: All Cllrs in full agreement.

A	NP/22/0621/FUL	Land east of Sandy Hill, Saundersfoot, Pembrokeshire SA69 Proposed development of 70 residential units
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The Clerk advised the Council that a number of correspondence had been received regarding this application. Councillors confirmed that they had received copies of such.

Following a lengthy discussion and consideration of all the points raised by the members of the public present and within the correspondence, Saundersfoot Community Council to request a site visit considering the proposed number of dwellings, the location of the site and the impact of such on the surrounding properties and local amenities.

Six members of the public left the meeting.

### 2022/12 173 Chairman's Report - Available on Request

### 2022/12 174 To Receive the Minutes of the Meeting Held on the 3<sup>rd</sup> November 2022

It was proposed and seconded that the Minutes, as presented, be accepted as a true record of the meeting held on 3<sup>rd</sup> November 2022 and be signed by the Chair as a true record of the meeting. All Cllrs in full agreement.

**2022/12 175 Matters Arising from the Minutes – None****2022/12 176 Account(s) for Payment/acknowledgement**

All payments and VAT reimbursement are acknowledged.

**PAYMENTS MADE**

02/11/2022	GOCARDLESS	£	3.00	Regular
04/11/2022	MR CHRIS VIGGARS contract cut	£	370.00	Regular
10/11/2022	H/M Back Pay	£	498.24	Contractual
10/11/2022	Mrs M Priestley Trumpeter	£	20.00	Clerk
16/11/2022	VODAFONE LTD	£	26.15	DD
16/11/2022	The Range Cable Ties & Tape	£	32.41	Clerk
16/11/2022	Lewis Lewis Sol Inv. 57354	£	1,809.00	Minuted
17/11/2022	Eynon Price Plant Sensory 1 of 4	£	3,000.00	Minuted
18/11/2022	Eynon Price Plant Sensory 2 of 4	£	2,000.00	Minuted
21/11/2022	Eynon Price Plant Sensory 3 of 4	£	3,000.00	Minuted
22/11/2022	Eynon Price Plant Sensory 4 of 4	£	2,574.00	Minuted
17/11/2022	MK LIGHTING LIGHTS fittings	£	64.08	Minuted
18/11/2022	Manorbier Garden Sensory Garden Plants	£	350.00	Grounds Working Party
18/11/2022	David Cox Garden Works	£	467.84	Minuted November
18/11/2022	FROSTS HARDWEAR	£	62.96	Regular
18/11/2022	Sandyhill Sensory Garden	£	85.95	Grounds Working Party
18/11/2022	Mrs M Priestley ICO	£	40.00	Data Controller
21/11/2022	TOTAL CHARGES TO 30OCT2022	£	15.00	Regular
21/11/2022	Wheeler's Swim Ribbons 1 of 3	£	2,000.00	Precept
22/11/2022	Wheeler's Swim Ribbons 2 of 3	£	2,000.00	Precept
23/11/2022	Wheeler's Swim Ribbons 3 of 3	£	2,000.00	Precept
25/11/2022	Wages	£	1,891.82	Minuted and Chair
25/11/2022	Travel	£	11.16	Chair
25/11/2022	ED LEWIS - OFFICE	£	319.78	Regular
25/11/2022	Amazon Stationary diary	£	51.77	Clerk
25/11/2022	Gareth Davies Photos 7838	£	48.00	Chair
25/11/2022	Amazon A4 Folders	£	27.92	Clerk
19/11/2022	MK LIGHTING LIGHTS Welcome to S/foot	£	5,459.47	Minuted

**£ 28,228.55**

**INCOME -**

11/11/2022	HMRC VTR	825.49
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**£ 825.49**

**2022/12 177 To consider the Bank Reconciliation****Cash Flow November 2022**

Balance	<b>£ 62,981.71</b>	B/F
Payments made	£ 28,228.55	
Payments received	£ 825.49	
	<b>£ 35,578.65</b>	C/F

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 29.11.2022. Vote taken – All Cllrs in full agreement

**2022/12 178 Planning Application(s) Received**

- B NP/22/0640/FUL** The Cottage, Frances Lane, Saundersfoot, Pembrokeshire, SA69 9HB  
Construction of greenhouse within rear garden

Following consideration of all the information presented by the Planning Authority – It was proposed and seconded that Saundersfoot Community Council do not raise any concerns regarding this planning application and consider that the applicant has made good use of the space available.

- C NP/22/0625/FUL** Owlscroft, 35, Whitlow, Saundersfoot, Pembrokeshire, SA69 9AE  
Rear single storey extension & alterations to existing dwelling

Following consideration of all the information presented by the Planning Authority – It was proposed and seconded that Saundersfoot Community Council do not raise any concerns regarding this planning application and consider that the proposed plans are in keeping with the surrounding properties, which have been altered in similar ways.

- D NP/22/0609/FUL** Saundersfoot Harbour Commissioners, Harbour Office, The Harbour, Saundersfoot, Pembrokeshire, SA69 9HE  
Change of use of redundant 2nd floor commercial space into 8no hostel style en-suite rooms

Following consideration of all the information presented by the Planning Authority – It was proposed and seconded that Saundersfoot Community Council do not raise any concerns regarding this planning application and acknowledge it is better for the space to be utilised in this way rather than to be left unoccupied.

- E NP/22/0359/FUL** Royal Oak Inn, Wogan Terrace, Saundersfoot, Pembrokeshire, SA69 9HA  
Demolition of part of host building and provision of rear extension to enlarge host building, wrap around first floor balcony, roof lantern and provision of new 3 storey residential apartment complex containing five apartments within the rear garden area and associated external works

Following discussion, Saundersfoot Community Council to request a site visit considering the location of the site and the impact of such on the surrounding properties and local amenities.

- F NP/22/0648/FUL** Brookside, Westfield Road, Saundersfoot, Pembrokeshire, SA69 9JQ  
Change Of Use of existing Holiday Unit to Garage.

Following consideration of all the information presented by the Planning Authority – It was proposed and seconded that Saundersfoot Community Council do not raise any concerns regarding this planning application and consider that the proposed change of use will make good use of the existing space.

#### **2022/12 179 Licensing Application(s) Received – None**

#### **2022/12 180 Consideration of Correspondence Received**

- Pembrokeshire Coast National Park Planning Development Committee – Notice that planning application NP/22/0388/FUL will be considered by the Committee on Wednesday 7<sup>th</sup> December 2022. The Council are invited to make representation at the meeting.
- Notice received from the Ombudsman for Wales advising that a recent complaint received regarding a former Councillor will not be investigated and not taken any further.
- Electric account received from the Saundersfoot Sports and Social Club charging for an apportionment of their Electric Account to cover the electric used by the lights and CCTV in the MUGA area. – To be forwarded to the relevant working party to clarify the invoice.

#### **2022/12 181 To receive County Councillors Reports**

**County Matters**

**Avian flu update: Poultry / Captive Birds Housing Order comes into force 2nd December 2022**

The interim Chief Veterinary Officer for Wales is introducing a new legal requirement on 2nd December to keep poultry and captive birds indoors or otherwise separated from wild birds. Requirements for biosecurity measures to attempt to control the spread of avian influenza.

**County Council Budget 2023-24 and Public Toilets**

The process of setting a County Council budget for 2023-24 is underway with estimated savings of £28 million necessary to balance the budget next year. The budget will be finalised in March 2023. Departments within the Council have been considering where reductions might be made. Public consultations will begin w/c 05/12/2022 and I will update the Community Council on progress in coming months.

One matter I wanted to raise immediately is public toilets. This is a discretionary service provided by the Council, which means the Council has no mandatory obligation to provide this service, however as a holiday destination we have always been proud of having the largest number of public toilets per person in the country.

Where PCC toilets are located in/near a PCC car park, the car park revenue has been used to support the public toilets. Recently PCC entered into discussions with the National Park about them entering a similar arrangement to subsidise the cost of the PCC toilets in/near their own car parks. Unfortunately no agreement was reached.

This means that in the forthcoming public consultation on the budget, one of the measures considered is closing, or at least suspending public toilets. This does not mean that public toilets will close, just that it is one of the measures that County Councillors may consider in March.

PCC will be writing to Town and Community Councils explaining the situation, and detailing the cost of maintaining the public toilets in their area. This allows those councils to consider increasing their precept to include those costs. By doing so, a Community Council can guarantee that those public toilets will remain open after April next year.

**Seasonal Free Parking**

Seasonal Free parking - All Pembrokeshire County Council car parks will once again be free to use on Saturday and Sundays in December.

**Saundersfoot-Wide Matters**

**Long Course Weekend**

Cllr Chris Williams and I met with representatives of Activity Wales who organise the Long Course Weekend to discuss the event and the impact it has on local residents and businesses. The organisers expressed a willingness to engage with the local community which we stressed was important to maintain public support for the event. One major change for next year that has already been agreed is that the start of the bike race will be a bunch or “peloton” rather than riders starting individually. This will mean that all road closures across the county will be removed by 2:30pm at the latest, several hours earlier than previously. The Community Council might consider inviting Activity Wales to present their proposals and answer questions from residents and local businesses in the new year.

**Enhancing Pembrokeshire**

The Enhancing Pembrokeshire Fund application to promote Saundersfoot as a Dementia Friendly Community in a positive and proactive way, for £6,760.00, was granted at the Cabinet meeting on November 7th.

## **Ward Matters**

### **Road Signage for Parking within Saundersfoot**

Cllr Chris Williams and I met with the PCC Highway Development Control Officer to discuss the signage for traffic entering the village at two locations. The first at the junction of Frances Lane and Frances Road where the current signage for parking is quite confusing - since it is not made clear that Coppet Hall car park is close enough to walk to the village. Also the capacity of the car parks is not provided.

The second location is at the junction of the B4316 and Fan Road for traffic coming from Pentlepoir to Saundersfoot. We discussed the desirability of signposting parking for Coppet Hall at that point as well as discouraging traffic that did not need to enter Saundersfoot down the Ridgeway being encouraged to stay on the B4316 and entering via Frances Lane, so that they then have the option of parking at Coppet Hall, or if they prefer going to the Harbour/Regency car parks via Wogan Terrace.

I circulated details to Community Councillors and received feedback from a majority of Councillors that it was desirable for traffic entering the village to continue to be signposted to use both the B4316 and the Ridgeway to enter the village.

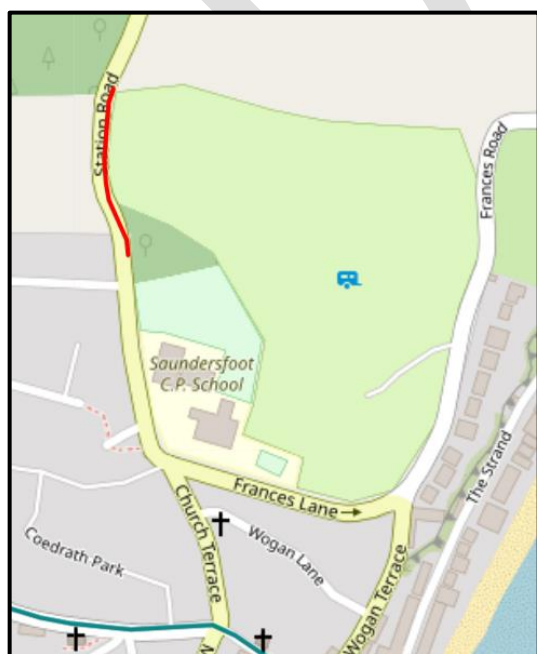
I will ensure PCC Highways receive this feedback and will await their professional opinion on how best signage at the B4316/Fan Road and Frances Lane might be improved. I will then circulate to the Community Council and residents.

### **Remembrance Sunday**

I laid a wreath on behalf of Amroth and Saundersfoot North residents at the Remembrance Day service at the St Issell's Parish War Memorial on Sunday, 13th November 2022.

### **20 MPH Switchover**

Plans were produced in November showing the roads that will be switched from 30 MPH to 20 MPH in September 2023. Within Saundersfoot North there was just a single stretch of current 30 MPH road which was proposed to remain unchanged with all other areas being reduced to 20 MPH. This was a section of Station Road shown in red below:



Cllr Chris Williams and I had until 25/11/2022 to comment on the proposal and therefore we both replied stating that Station Road should be reduced to 20MPH. We pointed out that a new housing development is planned to take place at that exact location. Additionally, slowing traffic down at that point was essential to ensure that vehicles had reduced their speed prior to reaching the school on Frances Lane. When we hear back from Highways we will provide an update.

### **County Councillor Chris Williams BEN – Saundersfoot South**

This November has been a busy time, especially dealing with excess rainwater from the recent downpours. There have been particular problems around the village with flooding in Brewery Terrace. PCC were kept very busy and have attended numerous calls with excess leaves, slippery paths, blocked drains, washed away paths. It's a credit to the team that they responded and sorted the issues that day in the majority of cases.

Over the last few months I've highlighted my concerns regarding speeding on the Ridgeway, Broadfield Hill and Sandyhill Road. When I was on my campaign trail this was one of my main objectives, to sort out and reduce speed coming and exiting the village. Alec and I have worked on this for the last couple of months and at last month's community meeting it was agreed that SCC would make funds available for a flashing speed camera scheme. Since the last meeting a grant has been applied for and given approval to proceed. This is excellent news for the community as we hope to have these all fitted on the main arteries in and out of the village. I would like to thank SCC for allowing me to speak on this matter, along with a very good presentation from a member of the public and also having the full support of Saundersfoot community council.

Alec and I are also dealing with Highways and are looking at all the roads around Saundersfoot, hoping to include buffer zones outside the 20mph which will be coming in September 2023. There are still plenty of hurdles to jump but we will be looking at securing the best for the village.

Had an update on the land at the King George Vth grounds and had a meeting on site to look at proposed options for this area. We're waiting on plans at the rear of the Bowling Green and behind the sports changing rooms as it currently stands. There is also a possibility of the gates being introduced at the entrance, the previous gates rotted away and were taken down as a safety measure. We are waiting on quotes and hopefully will qualify for a grant to have them installed for the benefit of the users of this site.

During November Alec and I attended a Welsh Government seminar at the St. Brides Hotel regarding the tourism levy. This event was for invited councillors along with business owners to have their say on how they would like WG to do things to benefit the tourism industry. We were all split into groups and gave lots of feedback on what's happening locally and across Pembrokeshire. The WG are proposing this levy so that money can be invested back into facilities that will benefit all residents in that community. I will keep you updated on developments as I'm sure there are wide ranging opinions on this subject.

Attending the event were Visit Pembrokeshire who had previously given me an excellent presentation along with a short video capturing Pembrokeshire. I have invited them back to Saundersfoot on January 10<sup>th</sup> for a meeting and how Saundersfoot can benefit from being a part of this exciting initiative. Any person, business or groups wishing to attend, please let me know.

Regarding the proposed development at the rear of Cambrian Terrace, I've declared a prejudicial interest. My argument is that when this first came up over ten years ago there would be affordable housing on this site. The new proposals don't offer any affordable accommodation on this site. They are proposing six town houses which will have four bedrooms. There are also three and four bedroom apartments along with two and one bedroom units. On the whole site there are only 11 allocated car parking spaces along with a proposed 445sq metre retail unit. I'm struggling to see where all these cars are going to park and I estimate over 40 extra vehicles will be linked to this

site putting a massive strain already on parking in the village. The village has a major problem with parking and this application is doing nothing but adding to the problems. Please see my full account in the Western Telegraph.

On a more positive note on parking, I had arranged a meeting with NP, along with members of SCC to meet on site to discuss the Old Bus park at the top of the Ridgeway. Presently the site is unavailable to the village and what I'm looking for is that this site would be available to use during big events in the village like Iron Man, Halloween Trail etc. Technically it would become an overspill car park to take congestion out of the village at busy times when events are planned. The feeling as we all left was that we are heading in the right direction and all parties are keen to find the best solution for the village. This will come before SCC at the next meeting so I will keep you all updated.

Over the last month I've had numerous meetings with Activity Wales regarding the Long Course Weekend and the Saundersfoot Tri. As you are all aware, the Iron Man date for next year is September 3<sup>rd</sup> and it meant that the Saundersfoot Tri would be on the 2<sup>nd</sup>. After consulting many business owners, along with Saundersfoot Harbour, I felt that running the event on the Saturday would have a negative impact on the village as it's still part of the school holidays and parking still being a major concern. After numerous discussions the village definitely benefits but it all has to work in tandem with everyone. The Saundersfoot Tri is a fantastic event to get people started in triathlons, and having nearly a thousand athletes pounding our streets we felt that this event would be better suited to run on Friday evening, September 1<sup>st</sup>. I have spoken to numerous businesses in Saundersfoot and they fully support this idea for a Friday evening. The set up for the event will be at the sports field and the Regency Hall who will benefit financially. There will also be parking at the sports field ensuring families and friends will now be able to park up and support.

This has been a collective of three county councillors trying to find a solution so that the surrounding area can benefit and businesses carry on as normal through the day. Councillors Cormack and Jordan have both been instrumental in getting this across the line. I must also compliment AW and their team for their hard work in getting this sorted as their planned date was September 2<sup>nd</sup>. Finally I would like to thank Matthew Evans of Activity Wales for agreeing to sponsor one of the speed signs as you enter the village. This will be a considerable boost to SCC funds and will be spent benefiting the residents which the councillors were keen to see happen. There will be further updates next month after everything is finalized.

Regarding LCW we have had some very positive discussions on Saundersfoot and will hopefully be able to update you after a county wide meeting when all county councilors will have their say on this event.

Alec and I have been dealing with Highways on signage in the village and it's at the stage now where they will come back to us with proposals. We need better direction and listing the car parks with free spaces so that people are directed to their preferred destination without driving around looking for a space. In the thought process with Highways is how residents and tourists access the village safely.

Another meeting is planned with Highways on the proposal to put in extra 30 min bays. I'm hoping for developments on Milford Street regarding a loading bay and two disabled bays. There is also a planned walk to look at areas of the village and I'm hoping that the large puddle outside the Boat House can be sorted.

During this month I attended the warm room at the Regency Hall and there will be a free Saundersfoot social fortnightly on a Thursday between 10am and 12pm, run by 'My community, Tenby & Saundersfoot'. This is a new project to support the local community, to make the area a better place for people with learning disabilities to live. This project will work with local people to learn what is important to those who live here and to make sure the voices of those with



learning disabilities are heard. For more information please contact community partner Joey Ayris [joey.ayris@mencap.org.uk](mailto:joey.ayris@mencap.org.uk).

I was invited to the Winter Warmer Afternoon at the Regency Hall. This was a fantastic event for the local residents to come in and warm up, along with a bowl of soup and a chat. This is a new initiative that will benefit residents who are fighting isolation. This is an opportunity to come in and have a conversation with the incredible volunteers, and residents who don't see anyone all week. This is run on the 2<sup>nd</sup> & 4<sup>th</sup> Thursday of the month between 12pm and 2pm. Everyone is welcome and for more information please ring 01834 811700.

The 'Events calendar' is up and running and already proving to be a success locally. This is an independent group run by representatives of SCC, Regency Hall, Saundersfoot Connect promoting all events in Saundersfoot and the surrounding area. If you have an event coming up please email [info@saundersfootevents.co.uk](mailto:info@saundersfootevents.co.uk)

The website is [www.saundersfootevents.co.uk](http://www.saundersfootevents.co.uk) This promotes all events and shows what's going on locally. We are working on a QR code to make things easier to have it straight on your phone for easy access.

I was very privileged to lay a wreath on Remembrance Sunday at St Issell's church as a County Councillor and would like to thank Mike Knibbs for organising the event which ran smoothly. Also a big thank you to the team at PCC who came out early on that Sunday to clean all the roads of leaves.

At the start of November I was invited to a very successful coffee morning at The Royal Oak, Saundersfoot in aid of Velindre Cancer Centre and Macmillan Cancer Support. It had sporting stars Josh Navidi, Ceri Sweeney and Tom Shanklin doing a bake off event judged by Great British Bake-off star baker Michelle Evans-Fecchi and BBC television presenter Rachel Treadaway Williams as compere. The fundraising efforts, included a raffle, silent auction, just giving page and cake sales on the day raised a magnificent total of £14,125.

This Friday December 2<sup>nd</sup> is the big switch on of the village Christmas lights. It's a great event with the tree in the Sensory garden taking centre stage for proceedings. There is also a coastal Christmas which will be a magical month of Christmas events for the whole family. There will be Christmas Cabins, Lantern parade, Christmas Pantomime which will be 'Snow White' and not to be missed and many more things to do. The year will finish off with a fireworks display to welcome in the new year and the new year will start with the famous New Year's Day Swim which will be back with a bang after a three year absence.

Lastly this Saturday morning councillor Cormack and I are holding a clinic at the Regency Hall December 2<sup>nd</sup> 9.30am to 11am all welcome.

## **2022/12 182 To Receive Any Reports from Working Parties Including –**

- **Sensory Garden and Grounds – Cllr Williams BEM**

Christmas lights

Before Rhys, from Smart Gardens, and myself started to erect the lights I was grateful for Cllr. Knibbs' help with the mesh lights and pagoda. I completed the Korean pine which meant that Rhys had to tackle the Kronux stars, Crab apple tree, the main tree and the new motif. With the exception of the motif all the lights are up. I was absolutely delighted with the work of Eynon Price and the same applies to both Rhys Thomas (Smart Gardens), Pembrokeshire Engineering and Wyn the Cherry picker driver. They all provided an excellent service. When we got to the last box on the 22<sup>nd</sup> it was saturated.

Saundersfoot Council were already dealing with MK Lights when I joined the Council, being assured that they had a first class product and after sales was extremely good. I can now confirm this. All the staff I have dealt with have been first class.



Pembrokeshire Engineering will supply a crossbar and post.

Thanks to both Cllr. Steven Clarke and Cllr. Mike Knibbs, the Sensory Garden is looking a lot tidier. They have removed all the sleepers to the jungle area and the notice board has been removed to behind the container. Cllr. Clarke will also put his carpentry skills to good use in February. Thanks also to Chris for cutting the grass in the Sensory Garden.

Up Coming Tasks - The compost bin area by the container needs attention. The grass by the office needs cutting and some of the benches need sanding and painting. The summer plants have lasted well but should now be composted.

I have been approached by Annelise Rogers, who works for the Pembrokeshire Bereavement Support Group, requesting if they could use the Chat Bench, which I have no problem with. She also asked whether we would allow her to place a wooden board somewhere in the garden. It is tasteful with 'Forget me nots' on it and I would locate it by the base of a Holm oak near the kiosk.

When the Harbour had a Christmas tree on the decking they allowed people to attach notes to it, in memory of loved ones. Annelise has made a request to attach messages to the lower branches of the oak. I have agreed to this providing all notes are removed by January 6th.

The switching on of the lights. This will take place on the 2<sup>nd</sup> December 2022 with the School Children attending to sing Carols. Six persons are required to switch the lights on.

- **Play Park – Cllr Ludlow**

Several tasks have been identified within the monthly report that required to be carried out. The Clerk to arrange that such are carried out before the January 2023 inspection.

- **The Policies, Procedures and Finance Working Party – Cllr Robinson**

Several meetings have been held to discuss the draft budget and the appointment of a handyman, both of which are covered elsewhere on the agenda.

- **Library 2022-2023 Working Party – Cllr Cleevely**

Cllr Cleevely and Cllr Williams BEM of The Library 2023 onwards Task and Finish Group met as part of the Saundersfoot Library Joint Steering Group Meeting on Friday 4th November 2022.

Following on from the proposal presented to Saundersfoot Community Council on the 3rd November 2022 regarding Saundersfoot Library becoming a Community Managed Library (CML) as of 1st April 2023, we informed the meeting that Saundersfoot Community Council had agreed to support the CML with a donation of £4,000 to improve the economic, social and environmental well-being of the community and future generations. This will be reviewed annually.

After discussing with the Clerk/RFO she confirmed that she would send the £4,000 in a single transaction to the treasurer of the RHCC on the 1st of April 2023.

It was agreed that a smaller working group would be formed to begin the preparations to move to a CML on 1st April 2023. Cllr Harper will represent SCC on this working group. The role of the SCC is now financial and the RHCC and PCC will 'run' the CML. A full project plan including time scales, key activities etc. will be drawn up by PCC.

Mrs Boughton- Thomas agreed to send SCC a monthly report regarding the events, activities, and progress of the RHCC and CML.

- **Personnel Working Group – Cllr Cleevely**

The Clerk's appraisal meeting was conducted on Thursday 24th November 2022, by Cllrs. Ludlow, Williams BEM, and Cleevely.

A mid-year review will be held in May 2023, the format for which has yet to be agreed.

An appraisal policy and supporting documentation will be written (in conjunction with the Policy and Finance Working Group) and presented to the full Council, for consideration, in the near future.

A Chair (for this group) will be appointed at our next meeting.

## **2022/12 183 To Receive Reports from Council Representatives Including –**

- **Saundersfoot Chamber for Tourism – Cllr L Harper**

Meeting of Saundersfoot Chamber for Tourism - Monday 21st November 2022 6.30pm via Zoom

Re- Saundersfoot Coastal Christmas 2022

Present: Dilys Hackett (Chair), Dean Ludlow (Chair SCC), Ladan Harper (SCC and SC), Phil Baker, Carys Mills, Michael , Nick Allen (HT)

Discussion:

1. The arrangements for the Christmas lights switching-on ceremony which will take place on Friday 2nd December were discussed. Nick informed the meeting that Parents and children will leave school around 5pm for a 5.30pm start. They will perform three songs altogether.
2. Dean and Ladan confirmed that lights will be switched on at 6pm.
3. Nick requested that children, parents, staff, and stewards may only be permitted into the Sensory Garden in the interest of safety. This was agreed upon. Members of the public to remain on the outside of the garden.
4. Nick discussed the Lantern Parade which will take place on Friday 16th December. Children and parents/carers will leave school at 5pm and members of public are welcome to join the procession. They will walk down Wogan Terrace, along the Strand and on to Ocean Square.
5. School needs donations of 2L and 1L washed plastic bottles for the lanterns. Tops should be cut off please.
6. Dilys informed the group that there has been very little success with the promotion and uptake of Late-night shopping by businesses in Saundersfoot.
7. Mike explained that there has been nil return from his flyers asking for information re- events from businesses including restaurants, pubs and retailers.
8. 7 of the 10 cabins have been allocated with one dedicated to busking.
9. Mike explained that Santa's Grotto is not viable at the moment and progress has been limited in order to set it up.
10. Meeting closed at 7.30pm

## **2022/12 184 ACTION TRACKING - To consider any updates regarding actions appertaining to the following ongoing matters:**

### **a. VEHICLES SPEEDING ON THE RIDGEWAY AND SANDYHILL ROAD**

- i. The Clerk to write to Pembrokeshire County Council – highways, requesting a site meeting with Councillors to ascertain where and what traffic calming measures could be installed. No site visit approved, at this point in time, due to the time constraints of Pembrokeshire County Council Officers and the rolling out of the 20mph speed limits. *Further information received from Pembrokeshire County Council – to be considered by Councillors*
- ii. Cllr Williams BEM to forward an Expression of Interest application to the Enhancing Pembrokeshire Grant. *Expression of Interest form approved – Full application forms to be completed. Closing date 23rd January 2023*
- iii. The Clerk to collect any evidence of vehicles speeding or parking inappropriately in the areas, sent to the Council. A number of photographs and several Emails, raising concerns, have been received by the Clerk.

**2022/12 185 To receive any updates from the Returning Officer - Pembrokeshire County Council** appertaining to the continuation of the Co-option process

The Returning Officer confirmed that no Petition for an Election has been received enabling Saundersfoot Community Council to fill the two vacant seats, one for Saundersfoot North and one for Saundersfoot South, by Co-option. The closing date for persons to apply for consideration of co-option is the 17<sup>th</sup> December 2022.

**2022/12 186 To consider the 2023/2024 Draft Budget for Saundersfoot Community Council-** the draft budget has been formulated by the relevant working party and will be brought to full Council for consideration. Once agreed the Precept amount will be set for 2023/2024

All Councillors confirmed that they had received a copy of the draft budget, prepared by the relevant working party and the Responsible Finance Officer.

Each budget heading was discussed at length. It was proposed and seconded the figures, as presented, be accepted with the exception of the amount required for the budget heading appertaining to the work place pension payments, this to be confirmed at the January 2023 meeting. Following such the full budget can be approved as a whole.

Two members of the public left the meeting

**2022/12 187 To consider the approved forms of Communication for conducting Council business.**

Confirmation was given that the official ways for the Saundersfoot Community Council to communicate and share official Council business and documents is via phone, Email and Royal Mail. No other communication routes to be used.

**2022/12 188 To consider the appointment of a Contractor to carry out gardening tasks on behalf of the Saundersfoot Community Council.**

Further to the recent enquiry published for a self-employed Handyman to carry out works, there has only been one applicant who showed interest in the role.

Following discussions it was agreed to offer the following to ensure job security:

December 2022 to end March 2023, 3 hrs week and April 2023 through to end September 2023 12hrs per week and subsequently October to December 2023 3hrs per week

It was proposed and seconded that the Saundersfoot Community Council enter into two separate agreements (as forwarded to all Cllrs prior to the meeting), the first from 7th December 2022 through to 31<sup>st</sup> March 2023 for 3 hrs per week at the agreed rate per hour. The second agreement then being let for the full 12 months from 1st April 2023 through to 31st March 2024 on the following basis –

1st April 2023 through to 30<sup>th</sup> September 2023 - 26 weeks x 12hrs per week at the agreed rate

1st October 2023 through to 31st March 2024 - 26 weeks x 3hrs per week at the agreed rate

Vote taken - all Cllrs in full agreement.

The Grounds Working Party along with the Clerk to manage tasks to be completed.

**2022/12 189 To consider how King Charles III Coronation can be celebrated in and around Saundersfoot.**

It was agreed that the Festivities Working Party to consider the above.

**2022/12 190 To consider the future arrangements for the hanging baskets and Saundersfoot in Bloom owned flower planters which are displayed around the Village –** Email received from Saundersfoot in Bloom

Following a lengthy discussion and consideration on how the above will impact on the 2023/2024 Precept request it was proposed and seconded that the business which currently receive Saundersfoot Community Council purchased hanging baskets be given the option as to whether to pay a donation of £40 per basket for the 2023 season and the Saundersfoot Community Council will water such, if they so wish. Vote taken – All Cllrs in full agreement. The Clerk to write to all business in the new year.

It was also agreed that Saundersfoot Community Council will continue to water the pots, in the ownership of Saundersfoot in Bloom which are placed around the village, for the 2023 season.

**2022/12 191 To consider the recent request made by the St Issells Church to add a pathway in the St Issells Cemetery** – For St Issells Church to pay for the installation of an additional pathway, on land in the ownership of the Council, to afford access to the toilets within the Old School Room

Cllr Clarke advised the Council that he had met with members of the Church and discussed what they are requesting to do on land in the ownership of the Saundersfoot Community Council.

It was proposed and seconded that Saundersfoot Community Council agree in principle to the request to install a pathway funded by the Church on land in the ownership of the Saundersfoot Community Council, but require to receive copies of

- Plans of where exactly the path will be and to what specification it will be built.
- A method statement as to when the works will be carried out, how the site will be accessed by vehicles, where and how any materials/plant will be stored and when the works will be completed by.
- A detailed risk assessment.
- Copies of all insurances held by contractors carrying out the works. (Public Liability and if required Employment Insurance)

Once the above have been received the Council will consider such further. Vote taken – All Councillors in full agreement.

**2022/12 192 To provide an update regarding a recent meeting appertaining to possible parking space within Saundersfoot.**

Confirmation awaited

If you wish to receive a link to the meeting, please contact the Clerk at – [Clerk@saundersfoot-cc.gov.wales](mailto:Clerk@saundersfoot-cc.gov.wales)