

SAUNDERSFOOT COMMUNITY COUNCIL

Minutes of the Meeting held on 6th April 2023



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.

Present in Person: Cllrs D Ludlow (Chair), M Williams BEM (Vice Chair), M Knibbs, P Robinson, R Hayes MBE, N Cleevely, S Clarke, L Harper, A Cormack, 1 Member of the Public and the Clerk

Meeting commenced at 18.00

2023/04 265 To Receive any Apologies for Absence Cllrs S Cole, C Evans and County Councillor C Williams BEM,

2023/04 266 To Receive any Declaration of Interests, as per the Code of Conduct

Cllr Ludlow declared a personal interest in agenda item 2023 04 290 as a family member had completed the Donation Request form on behalf of Saundersfoot in Bloom

Cllr Hayes MBE declared a personal interest in agenda item 2023 04 290 as Cllr Hayes MBE is a member of Saundersfoot in Bloom

2023/04 267 To receive an update regarding the co-option process and consideration of readvertising the position of Councillor for Saundersfoot South

It was concluded that adverts be placed on the Saundersfoot Community Council's Facebook Page and for two weeks within the Tenby Observer inviting members of the public to request further information or to show an interest in being considered for co-option. The official Notice to be displayed on the Saundersfoot Community Council's web page. The closing date for the receipt of interests to be 30th April 2023. If only one interest is received that person will be co-opted at the May 2023 meeting, if more than one interest is received an extraordinary meeting will be held between the May 2023 meeting and June 2023 meeting to conclude the co-option process.

2023/04 268 Chairman's Report

Cllr Ludlow reported that he was honoured to meet with Mr Marshall Badham, at his home in Saundersfoot, bearing a card and gifts to celebrate Mr Badham's 100th Birthday.

2023/04 269 To Receive the Minutes of the Meeting Held on the 2nd March 2023

It was requested to be Minuted that during the March 2023 meeting of Saundersfoot Community Council it was agreed, by the Council, that all reports from Working Parties and Council Representatives on other bodies will be submitted in a standard format and uploaded onto the Saundersfoot Community Council's website along with the draft Minutes. A generic format to be approved once drafted.

It was proposed and seconded that the Minutes of the general meeting held on 2nd March 2023, taking into consideration the amendment, as stated above, be accepted as a true record of the meeting and be signed by the Chair as such. Vote taken – All Cllrs eligible to vote in full agreement of such.

2023/04 270 Matters Arising from the Minutes – Information Only

Cllr Ludlow advised the Council that the meeting had been held with representatives of Saundersfoot Sports and Social Club with a positive outcome for all. It was agreed that

- signage would be placed on the gate adjoining the play park with the Saundersfoot Sports and Social Club emergency exit route advising that the gate should only be used in the case of an emergency.

- Saundersfoot Community Council will pay, in full, the outstanding invoice for electricity used at the MUGA – this supply passes through the Saundersfoot Sports and Social Club electricity meter, but sub-metered at the MUGA. It was agreed that the Saundersfoot Sports and Social Club will invoice the Saundersfoot Community Council on a four month basis to prevent such a large invoice being produced.
- Saundersfoot Community Council to commence the process to connect the Council's existing electricity supply to the MUGA.

2023/04 271 To Receive the Minutes of the Extraordinary meeting Held on the 23rd March 2023

It was proposed and seconded that the Minutes, as presented, be accepted as a true record of the meeting held on 23rd March 2023 and be signed by the Chair as a true record of the meeting. Vote taken – All Cllrs eligible to vote in full agreement of such.

2023/04 272 Matters Arising from the Minutes – Information Only - None

2023/04 273 Account(s) for Payment/acknowledgement

All payments and credits are acknowledged and approved

PAYMENTS MADE

03/03/2023	GOCARDLESS	£	4.20
07/03/2023	MR CHRIS VIGGARS First Cut of 2023	£	370.00
07/03/2023	Stephen balding Relief Handyman	£	196.03
14/03/2023	S A Noyce Reimbursement - Bolt	£	9.99
14/03/2023	S J Turner Reimbursement - Rose	£	22.94
16/03/2023	VODAFONE LTD	£	44.73
17/03/2023	MR CHRIS VIGGARS Contract Cut	£	445.00
17/03/2023	Amazon - Paper	£	23.03
17/03/2023	THE REGENCY HALL Room Hire	£	40.25
17/03/2023	PEMBROKESHIRE C/C Election Costs	£	450.00
17/03/2023	PEMBROKESHIRE C/C Library 2022/23	£	2,560.86
20/03/2023	PEMBROKESHIRE C/C Library 2022/23	£	4,000.00
21/03/2023	TOTAL CHARGES TO 27FEB2023	£	8.20
21/03/2023	401623 91727427 INTERNET TRANSFER	£	10.00
21/03/2023	Screwfix - Bin Bags	£	19.67
21/03/2023	ONE VOICE WALES Trainings 6683	£	70.00
21/03/2023	ONE VOICE WALES S/FOOT 2023/2024	£	574.00
21/03/2023	A & C Aggregates Top Soil	£	66.00
23/03/2023	Mrs M Priestley Clerks Wages	£	1,513.82
27/03/2023	Printing	£	138.89
27/03/2023	Clynderwen Farmers OE6122 - Bin Bags	£	12.00
28/03/2023	SLCC / Clerk Membership (Apportioned)	£	111.60
30/03/2023	Printer Ink	£	66.18
30/03/2023	Sfoot Sport club Electric Account	£	1,547.02
31/03/2023	GOCARDLESS	£	4.20
28/02/2023	PUBLIC WORKS LOANS - Play Park	£	1,672.13
		£	<u>13,980.74</u>

INCOME -

20/03/2023	Hanging Baskets	£	160.00
24/03/2023	PEMBROKESHIRE COAS	£	8,273.00
27/03/2023	PEMBROKESHIRE CC	£	8,200.00
31/03/2023	GROSS INTEREST TO 30MAR2023	£	31.80
		£	<u>24.23</u>
		£	<u>16,689.03</u>

2023/04 274 To consider the Bank Reconciliation

Cash Flow March 2023

Balance	£	53,101.32	B/F
Payments made	£	13,980.74	
Payments received	£	16,689.03	
	£	55,809.61	C/F

It was proposed and seconded that the finance report for March 2023, as presented, be signed by the Chair as a true record of the Saundersfoot Community Council's financial position as of 31.03.2023. Vote taken – All Cllrs in full agreement

2023/04 275 Planning Applications Received – Councillors will receive all information provided by the Planning Authority, prior to the meeting

A. Pre-Planning Consultation - Proposed Rooftop Upgrade At Cornerstone, Saundersfoot, Beddoes Court, Milford Street, Saundersfoot

Following consideration of all the information provided it was agreed that Saundersfoot Community Council do not have any concerns regarding this application, noting that the proposed works are not greatly noticeable from the ground.

2023/04 276 Licensing Application(s) Received – None

2023/04 277 Consideration of Correspondence Received:

- **The Pembrokeshire Coast National Park Authority Local Development Plan 2** – monitoring consultation (Emailed to all Cllrs on the 21.02.2023)
- **Pembrokeshire County Council** – Acceptance of Saundersfoot Community Council's Precept request of £101,036.82 (one hundred and one thousand, and thirty six pounds and eighty two pence)
- **Communication received from a member of the public** - requesting that consideration be given to matters that members of the public make representation on be Minuted. Please refer to agenda item 2023/04 285
- **Request received from Evan Pritchard** to use the third tennis court as a store for materials and plant, for two weeks, while works are carried out within Saundersfoot.
- **Decision Notice received from the Public Service Ombudsman for Wales following a complaint made against a Member-** The Ombudsman determined that investigation was appropriate and that the following paragraphs of the Code of Conduct ("the Code") should be considered:
 - 4(b) - Members must show respect and consideration for others.
 - 6(1)(a) - Members must not conduct themselves in a manner which could reasonably be regarded as bringing their office or authority into disrepute.

No further action to be taken.

- **Notice received from members of Saundersfest committee** regarding an event that is being arranged to take part at the Saundersfoot sports field on July 8th & 9th 2023. Persons will pass and repass over land in the ownership of Saundersfoot Community Council – 1,500 tickets to be sold. (Email to all Cllrs 09.03.2023) – The Clerk to advise the Council's insurers regarding the increased liability to land in its ownership over the weekend of the 8th and 9th of July 2023.
- **A Frames and tables/chairs being placed on pavements, dogs on beaches during the dog ban period and dog fouling** – these matters were brought to the attention of Saundersfoot Community Council, all of which are increasing within Saundersfoot causing potential obstruction to pavements and upset to beach users.
 - It was agreed that the Clerk should write to Pembrokeshire County Council, copying County Councillors Alec Cormack and Chris Williams BEM into the Email, raising the concerns and requesting a detailed response prior to the May 2023 meeting.

2023/04 278 To acknowledge receipt of the County Councillors Reports, via Email.

County Councillor Alec Cormack – Saundersfoot North – Taken as read
County Councillor Chris Williams BEN – Saundersfoot South – Taken as read

2023/04 279 To acknowledge receipt of any Reports from Working Parties, received via Email

- Sensory Garden and Grounds – Cllr Williams BEM – Taken as read

It was confirmed that the Saundersfoot Community Council will continue to cut, during the cutting season, all grass areas relating to the Regency Hall, to invoice the Regency Hall for each cut which will then be off set against room hire costs incurred by the Saundersfoot Community Council.

- Play Park – Cllr Ludlow advised the Council that the broken puzzle piece on the play equipment, has been replaced.
- The Policies, Procedures and Finance Working Party – Cllr Robinson – Covered within the agenda
- Personnel Working Group – Cllr Clarke – covered within the agenda
- Fields in Trust Working Group – Cllr N Cleevely – Report taken as read
- Library 2023/24 – It was confirmed that the approved £4,000 towards the running costs of the Community Managed Library for 2023/24 has been paid. Confirmation of Receipt has been received by Saundersfoot Community Council.

2023/04 280 To Receive Reports from Council Representatives

Cllr L Harper – Community Governor - Saunderfoot Community Primary School

Cllr Harper advised the Council that she had been requested to join the School's Teaching and Learning sub group. Cllr Ludlow and fellow Councillors congratulated Cllr Harper on her appointment.

County Councillor C Williams BEM joined the meeting

2023/04 281 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.
 - ii. Enhancing Pembrokeshire Grant – An award has been made – further information awaited.
 - 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 *Email received raising concerns of vehicles speeding on the Ridgeway*
 - iv. **To form a Task and Finish group** to consider the conditions relating to the awarding of the Enhancing Pembrokeshire Grant and the installation of Electronic Speed Alerters within Saundersfoot. Group members – Cllrs Cormack, Cole, Ludlow, M Williams BEM, Knibbs and County Councillor C Williams BEM.

2023/04 282 To consider the Remuneration Decisions for 2023/24

Proposal - For Saundersfoot Community Council to re-adopt the Remuneration Decisions as made November 2022.

It was proposed and seconded that Saundersfoot Community Council adopt the Remuneration decisions as presented. Vote taken –with all Cllrs in favour of such.

2023/04 283 King Charles III Coronation

Proposal – For Saundersfoot Community Council to accept the estimate of costs, as presented, in the sum of £1,360, for a slate monolith to be installed in the Sensory Garden. This water feature to be engraved in Commemoration of King Charles III Coronation.

Following consideration of all the information presented and confirmation that a risk assessment will be carried prior to the installation of such, it was proposed and seconded that Saundersfoot Community Council accept the estimate of costs, as presented, in the sum of £1,360, for a slate monolith to be installed in the Sensory Garden. Vote taken –with all Cllrs in favour of such.

Cllr Ludlow thanked Cllr Knibbs and members of the Festivities Working Group for all their hard work in bringing this proposal to fruition.

2023/04 284 Saundersfoot Community Council – Health and Safety Working Party

Proposal – For Saundersfoot Community Council to form a working party to consider and oversee all Health and Safety implications.

It was proposed and seconded that Saundersfoot Community Council create a Health and Safety Working Party, with members to be confirmed at the May 2023 meeting, also consideration to be given to advice to be received from recognised outside agencies. Vote taken –with all Cllrs in favour of such

2023/04 285 The recording of Public Representations in the Minutes

Proposal - Comments made during public participation will be (very briefly) minuted; there will not be a verbatim record. Libellous, offensive and discriminatory comments will not be minuted.

It was proposed and seconded that Saundersfoot Community Council add to its agendas the wording

Comments made during public participation will be (very briefly and anonymously) minuted; there will not be a verbatim record. Libellous, offensive and discriminatory comments will not be minuted.

with an agenda item being added to Minute such comments. Vote taken –with all Cllrs in favour of such

2023/04 286 Saundersfoot Community Council to consider engaging the services of a self-employed gardener

Proposal - a meeting to be arranged between the policies working group and grounds working group to ascertain what exactly is required, and then the post to be advertised and the position filled as soon as possible.

The above proposal was amended –

It was proposed and seconded that the Grounds Working Party forward a specification, for a gardening services contract, to the Clerk to enable the tendering process to commence as soon as possible. Vote taken –with all Cllrs in favour of such.

2023/04 287 Saundersfoot Community Council – The Clerks Job Description

Proposal – To formally adopt the reviewed Clerks Job Description to include the Clerk, Responsible Finance Officer and Burial Officer responsibilities and duties.

It was confirmed that this agenda item should be considered under confidential meeting conditions – therefore it will be considered at the end of the meeting.

2023/04 288 Donation Request received from The Regency Hall Management Committee

Put forward by the Policies and Finance Working Party - Following receipt of a completed donation request form, from the Regency Hall Management Committee, regarding a request for financial assistance in the sum of £650 towards funding of a 'Royal afternoon cream tea' to celebrate the Coronation of King Charles III. The event is to take place in the Regency Hall Community Centre on May 7th between 2 pm and 4 pm. The project will benefit approximately 120 members of the community of Saundersfoot, covering all age groups.

Proposal – Saundersfoot Community Council grant a donation in the sum of £650 regarding the above event.

It was proposed and seconded that Saundersfoot Community Council grant a donation in the sum of £650 to the Regency Hall Management Committee in relation to the Royal afternoon cream tea. Vote taken –with all Cllrs in favour of such.

2023/04 289 Donation request received from the Support for Ukrainians – Tenby and Surrounding Area

Put forward by the Policies and Finance Working Party - following receipt of a completed donation request form from the Support for Ukrainians – Tenby and Surrounding Area. The request is for financial assistance in the sum of £520 towards two projects, one funding English classes and informal conversation sessions for 2 x 2 hour sessions per week from April to September 2023. One session per month, for 6 months, is to be held at Sunnyvale to encourage greater participation and easy availability for learning English. The second project is a cultural event with Ukrainian music and food, prior to watching the Eurovision Song Contest. This will be held at the Regency Hall, Saundersfoot on 13th May 2023 and the event will be open to the public. The total cost of the projects is £720 with £200 having been raised from other sources.

Proposal - – Saundersfoot Community Council grant a donation in the sum of £720 regarding the above event.

Prior to the meeting an Email was received from the Support for Ukrainians – Tenby and Surrounding Area group advising that as an extra event had been included into its calendar the dates depicted on the application form had changed, but the events were still to take place.

It was proposed and seconded that, – Saundersfoot Community Council grant a donation in the sum of £720 – should be £520 regarding the above event. This error was noted during the meeting. Vote taken –with all Cllrs in favour of such.

2023/04 290 To consider the donation request received from the Saundersfoot in Bloom

Following receipt of a completed donation request form - To consider the donation request received from the Saundersfoot in Bloom - The project is to focus on recycling/upcycling, improving diversity and seasonal planting around the village. The request is in the sum of £250 (match funded by the Saundersfoot in bloom £250)

It was proposed and seconded that Saundersfoot Community Council grant a donation to the Saundersfoot in Bloom in the sum of £250. Vote taken –with all Cllrs in favour of such.

2023/04 291 Community Notice Board

To install a notice board within the Sensory Garden – to be used by the Friends of Saundersfoot, United Churches of Wales and the Saundersfoot Community Council.

Proposal – For Saundersfoot Community Council to accept the price and design of the Notice Board referred to as A on the information provided at a cost of £1,674.37 installed. This to be funded from the 2022/2023 Grounds Maintenance Budget Line.

It was proposed and seconded that Saundersfoot Community Council accept the price and design of the Notice Board referred to as A on the information provided at a cost of £1,674.37 installed. The wording on the Noticeboard to be in Welsh and English. Vote taken –with all Cllrs in favour of such.

Cllr Williams BEM to provide the Welsh wording.

2023/04 292 St Issells Church Gates

The Saundersfoot Community Council owned gates to the old Church Yard at St Issells Church are in need of some remedial repairs and re-coating.

Proposal – For Saundersfoot Community Council to accept the price, as depicted on quotation B, in the sum of £969.60 to have the gates collected, several spindles repaired/replaced, shot blast cleaned, powder coated and refitted. This to be funded by the income from the Cemetery.

It was proposed and seconded that Saundersfoot Community Council accept the price, as depicted on quotation B, in the sum of £969.60 to have the gates collected, several spindles repaired/replaced, shot blast cleaned, powder coated and refitted. Vote taken – All Cllrs in full agreement.

It was noted that the wall to the top of the old Cemetery is ‘bulging’ in places and is required to be assessed by an appropriate tradesperson.

Due to the confidential nature of information discussed under agenda headings 2023 04 293 and 2023 04 287 and in accordance with s2 of the Public Bodies (Admission to Meetings) Act 1960 members of the public and press were requested to leave whilst these items were discussed.

2023/04 293 To address the management of the Working Parties

It was concluded that following the May 2023 meeting and the reconfiguration of all the working parties – the Terms of Reference for each group to be circulated to all Councillors prior to any of the working parties holding their first meetings.

2023/04 294 2023/04 287 Saundersfoot Community Council – The Clerks Job Description

The Clerk declared a personal and prejudicial interest as this heading has a direct impact to her position as Clerk, Responsible Finance Officer and Burial Officer to Saundersfoot Community Council.

Following consideration of all the information provided it was concluded that the Saundersfoot Community Council will consider the Clerk’s proposed job description in conjunction with the proposed new Contract of Employment.

Meeting closed 21.20