

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes – 3rd August 2023

Minutes of the General Meeting of The Saundersfoot Community Council, held on Thursday 3rd August 2023 at the Regency Hall, Saundersfoot at 6.00pm

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. If you wish to join the meeting remotely, please contact the Clerk by 1pm on the day of the meeting Email: Clerk@saundersfoot-cc.gov.wales and you will be provided with all relevant information to enable you to log into the meeting.

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

Meeting commenced 18.00

Present in Person: Cllrs M Williams BEM (Chair), C Evans (Vice chair), R Hayes MBE, D Ludlow, A Cormack, M Knibbs, N Clevely and the Clerk

2023/08 79 Apologies for Absence – Cllrs S Cole, S Clarke, L James, L Harper and County Councillor C Williams BEM

2023/08 80 To receive any Declaration of Interests.

The Clerk declared a person and prejudicial interest in agenda item 2023/08 101 – This item is discussing matters appertaining to the Clerk and her Contract of Employment.

2023/08 81 Chairman's Report

Along with Councillor Hayes MBE I visited 1, Church Terrace. We met both the owner and architect.

July 9 at SaundersFest, I welcomed Wynne Evans to Saundersfoot, the whole musical weekend showed Saundersfoot at this very best. Congratulations to Chris and his team for an outstanding inaugural event. O

July 13, Following a recent inspection of St Issells cemetery and Grave Yard, it was agreed that the Clerk would send the grounds keeper a written account confirming approval of his work.

I have been made aware that a message has been received from Lucy Owen (BBC Wales) complimenting Saundersfoot Community Council on our wildflower display along the fence of the Bowling Club.

I met with Children from Whitland School who were undertaking a project regarding the beaches of Saundersfoot – Julie Davies gave a very informative presentation, that was enjoyed by the children and visitors to the beach.

2023/08 82 To receive an update regarding the Co-option process

It was agreed that a new Co-option Notice will be displayed with an extended date for closing of the 4th September 2023

2023/08 83 To Receive the Minutes of the Meeting Held on the 6th July 2023

It was proposed and seconded that the Minutes of the General Meeting held on 6th July 2023, 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.

2023/08 84 Matters Arising from the Minutes – Information Only

- 2023/02 231 - Due to the Regency Hall being unavailable on the 7th December 2023, it had previously been agreed that the meeting would be held on the 14th December 2023 in the Regency Hall. On reflection it is agreed that the Clerk will make enquiries as to whether there is a room available in the Harbour office building for the 7th December 2023. Details regarding the December 2023 meeting will be confirmed at the September 2023 meeting.
- 2023 06 42 – Hedge Trimming in the Sensory Garden – Cllrs Williams BEM and Evans to meet with the member of the public who requested the hedges be cut back, and discuss such further.

2023/08 85 To very briefly and anonymously Minute any comments made during public participation

No members of the public present at this meeting therefore nothing to Minute.

2023/08 86 Invoices received – Payments to be acknowledge or approved

PAYMENTS MADE		
03/07/2023	GOCARDLESS	£ 4.20
06/07/2023	HMRC PAYE/NIC CUMB 615PJ001243252403	£ 1,470.42
06/07/2023	THE REGENCY HALL 2797	£ 14.25
06/07/2023	Stephen Balding Handyman June	£ 844.75
06/07/2023	SAFE ELECTRICS 4380 Grounds Maint	£ 78.00
06/07/2023	David Cox Garden Works	£ 480.00
06/07/2023	FROSTS HARDWEAR SAUCC1	£ 86.91
06/07/2023	MR CHRIS VIGGARS Cut	£ 535.00
06/07/2023	103302 Hayes MBE Remuneration	£ 120.00
06/07/2023	103303 Ludlow Remuneration	£ 720.00
06/07/2023	103304 Clarke Remuneration	£ 120.00
06/07/2023	103305 Harper Remuneration	£ 120.00
12/07/2023	David Cox Plants etc	£ 633.00
13/07/2023	First Responders defib	£ 1,350.00
13/07/2023	A 1 Mower Service	£ 100.08
13/07/2023	MR CHRIS VIGGARS contract cut	£ 280.00
13/07/2023	ONE VOICE WALES Trainings 7350	£ 114.00
13/07/2023	THE REGENCY HALL 2825	£ 44.00
13/07/2023	S A Noyce Reimbursement Petrol	£ 10.40
13/07/2023	Eagle Signs No Car Banner	£ 180.00
17/07/2023	Tredml Print Signage 5041 No Dogs	£ 130.80
17/07/2023	Clerks O/T	£ 437.09
18/07/2023	VODAFONE LTD Broadband	£ 28.70
20/07/2023	Paper, Wheelie bin and garden blower	£ 157.64
20/07/2023	Sandyhill Sensory Garden 026 Plants	£ 94.99
20/07/2023	Clynderwen Farmers OE6122	£ 59.26
20/07/2023	David Cox Garden Works July	£ 480.00
20/07/2023	Nigel Smith Relief Handyman	£ 294.50
21/07/2023	TOTAL CHARGES TO 29JUN2023	£ 5.80
25/07/2023	MR CHRIS VIGGARS grass cutting	£ 165.00
25/07/2023	Wages July	£ 1,049.00
27/07/2023	Denbigh in Bloom Wales in Bloom	£ 34.00
27/07/2023	MR CHRIS VIGGARS Cut and graves	£ 531.50
27/07/2023	M I and C Williams Remuneration	£ 120.00
		£ 10,893.29

INCOME -		
30.06.2023	Bank Interest	£ 61.60
		£ 61.60

All payments and credits are acknowledged and approved by Full Council.

2023/08 87 To approve the bank/cash book reconciliation

Cash Flow July 2023		
Balance	£	71,849.22
Payments made	£	10,893.29
Payments received	£	61.60
	£	61,017.53

It was proposed and seconded that the finance report for July 2023, as presented, be signed as a true record of the Saundersfoot Community Council's financial position as of 30.06.2023. Vote taken – All Cllrs in full agreement.

2023/08 88 Planning Application(s) Received

A NP/23/0345/FUL 2 Homecroft Bungalows, Saundersfoot

No concerns raised. Saundersfoot Community Council support this planning application

B NP/23/0347/TPO Abingdon House, Frances Lane, Saundersfoot

No concerns raised – Saundersfoot Community Council support this planning application noting that the works are due to health and safety issues

C NP/23/0388/FUL Strandholme, The Strand, Saundersfoot

No concerns raised. Saundersfoot Community Council support this planning application noting that the proposed plans are aesthetically sympathetic to the surrounding properties.

2023/08 89 To consider the response to the Planning Authority following the site visit to 1, Church Terrace, Saundersfoot. (NP/23/0174/FUL)

Following a recent site visit, attended by Cllrs Williams BEM and Hayes MBE, it was concluded that Saundersfoot Community Council support this planning application.

2023/08 90 To acknowledge any Licencing Applications received by the Pembrokeshire County Council.

None

2023/08 91 Consideration of Correspondence Received.

- Email received raising concerns regarding potential noise and air pollution caused by buses at the bus stop at Milford street – This Email, with the authors consent, was forwarded to County Councillors Williams BEM and Cormack for their attention.
- Invite received for the Chair and Guest to attend the Wings over Carew Remembrance event – Cllr Williams BEM and his wife gladly accept the invite.
- Confirmation received that three spaces have been booked in relation to the prize awarding ceremony, Saundersfoot Community council have paid for two places (£34) and Cllr Williams BEM has paid for the third.
- Email received requesting if a boardwalk or similar could be installed to afford wheelchair users access to the beach. A suggested alternative to a boardwalk was large wheeled

access chairs. This Email, with the authors consent, was forwarded to County Councillors Williams BEM and Cormack for their attention.

2023/08 92 To receive the County Councillors Reports

County Councillor Alec Cormack- Saundersfoot North – Taken as read

It was agreed that Angharad Llewelyn – Pembrokeshire county Council's Coastal and Rivers Engineer be invited to a meeting of Saundersfoot Community Council to make a presentation regarding the Pembrokeshire's Sustainable Coastal Communities initiative.

County Councillor Chris Williams BEM- Saundersfoot South – Taken as read

2023/08 93 To Receive Any Reports from Working Parties

Grounds Management Working Party – Cllr M Williams BEM – Taken as read

- Signage in the sensory Garden and MUGA area is required – A task and finish group to compile and design what is required.
- The electric connection is expected to be finalised shortly – The Clerk to advise the Sports and Social Club, once the connection is severed from the changing rooms, and request a final account for electricity used in the MUGA area.

St Issells Cemetery – Cllr S Clarke – Taken as read

- A letter to be sent to Mr Viggars advising that the Council approve of the current condition the Cemetery and Grave Yard are being kept in.
- Additional time given, to Mr Viggars, to clear the saplings and brambles from the identified graves.

Personnel Working Party – Cllr C Evans

- Cllr Evans confirmed that he had been elected as Chair to the Personnel Working group.
- The Personnel Working Party complimented Cllr Clarke regarding his drafting of the Lone Working Policy, these compliments were echoed by all Cllrs.
- It is agreed that the Clerk will attend a once-a-month meeting with Cllrs Cleevely and Evans to discuss the month's workload. This is to be considered as an informative meeting.

Play Park – Cllr Ludlow

- Despite building works being carried out, in this area, the playpark and MUGA remain open.

Finance Working Party – Cllr Cormack – Taken as read

- Cllr Cormack to go through the actions with the Clerk, at his convenience.
- The financial Risk Assessment document was reviewed and it was concluded that the Finance Working Group recommends that the Council accept the document, with the understanding that the Finance Working Group will schedule a future meeting to review and update the Risk Assessment document as described in the report, with any amendments being considered at the November 2023 meeting

2023/08 94 To Receive Reports from Council Representatives

- Cllr Harper – Saundersfoot School Governor – No meeting has been held

ACTION TRACKING - To consider any updates regarding actions appertaining to the following ongoing matters: *Time allocation 5 minutes*

a. VEHICLES SPEEDING ON THE RIDGEWAY AND SANDYHILL ROAD

- i. Enhancing Pembrokeshire Grant – An award has been made – The task and finish group to consider the conditions relating to the award.

- ii. 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
- iii. 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.

2023/08 95 To consider and adopt the draft Lone Workers Policy

It was proposed and seconded that Saundersfoot Community Council adopt the Lone Worker Policy, as presented. Vote taken – All Cllrs in full agreement.

2023/08 96 To consider and adopt the Communication Guidance Document.

It was proposed and seconded that Saundersfoot Community Council adopt the Communication Guidance Document, following the removal of the suggested automatic signature format, Cllrs can sign their Emails as they see fit depending on whom they are corresponding with. Vote taken – All Cllrs in full agreement

2023/08 97 To consider any purchases required in relation to the maintenance/on-going up keep of land in the ownership of Saundersfoot Community Council.

No request made.

2023/08 98 To consider the recent Email received from the Trustees of the Regency Hall and the Saundersfoot Community Council's response to such.

All Councillors confirmed they had received a copy of the Email which relates to the area behind the MUGA, which can be used for overflow car parking at the discretion of the Saundersfoot Community Council, and the complications regarding the use of such during the time whilst safety and enhancement works are were being carried out along the access road to such.

Cllrs expressed their disappointment in receiving such an Email. It was concluded that Cllrs Williams BEM and Evans will arrange a meeting with the Trustees of the Regency Hall and discuss the contents of the Email further.

2023/08 99 To consider the offer made by Saundersfoot and Tenby First Responders, following the recent installation of a defibrillator on the Ridgeway, to facilitate a training session.

It was proposed and seconded that Saundersfoot Community Council accept the offer to facilitate a training session and to pay for the hire of the room at the Regency Hall, at a cost of £35, on Wednesday 23rd August at 6.30pm. Vote taken – All Cllrs in full agreement.

The Clerk to confirm such with the Regency Hall and Mr Wall and to promote such via social media and posters.

2023/08 100 To receive an update relating to the installation of electronic speed alerters, following a meeting with Officers from Pembrokeshire County Council.

It was concluded that the relevant working party will meet and discuss the information provided by Pembrokeshire County Council Officers. This information includes four potential locations for the signage.

Cllr Cormack confirmed that he had made initial enquiries into the cost of the signage and the installation of such.

The Clerk to write to East Williamston Community Council and request information relating to the signage they are currently using.

2023/08 101 To discuss the process in which Saundersfoot Community Council approves any overtime required to be worked by its Employees

Due to the confidential nature of information to be discussed under agenda heading 2023/08 101 and in accordance with s2 of the Public Bodies (Admission to Meetings) Act 1960 members of the public and press will be requested to leave whilst this item is discussed.

The Clerk removed herself from the meeting room – Cllr Cleevely took notes in her absence.

It was proposed and seconded that Saundersfoot Community Council, as from the 1st September 2023, revert to the terms of the Contract of Employment regarding the approval of overtime. Any overtime to be validated, in advance, by the Chair of the Saundersfoot Community Council. Vote taken – All Cllrs in full agreement.

The Clerk returned to the meeting room.

Meeting closed 19.37

DRAFT