

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes – 7th September 2023

Minutes of the General Meeting of The Saundersfoot Community Council, held on Thursday 7th September 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.

Present in Person: Cllrs M Williams BEM (Chair), C Evans (Vice chair), A Cormack, N Cleevely S Cole, S Clarke, L James, L Harper, J Bishop, three members of the public, County Councillor C Williams BEM and the Clerk

Meeting commenced at 18.18

Following the representation made by the members of the public present it was proposed and seconded that agenda item 2023/09 112 (A to E) be brought forward. Vote taken – All Cllrs in full agreement.

A	NP/23/0448/LBA	The Priory, Church Terrace, Saundersfoot	Repair works to the Priory, internal reorganisation and first floor extension over former adjoining coach house, construction of garage, creation of pool and outside kitchen area to South garden and addition of solar panels
	NP/23/0447/FUL	The Priory, Church Terrace, Saundersfoot	First floor extension over adjacent former coach house, addition of solar panels, construction of garage, creation of pool and outside kitchen area to South garden.

Following consideration of all the information provided by the planning Authority Saundersfoot Community Council considered that the proposed plans are in keeping with Saundersfoot Village and the historical value of the existing property. Although it did note that the design of the swimming pool did stand out, and in Councillors opinions, for all the wrong reasons.

Saundersfoot Community Council support this application.

B	NP/23/0430/FUL	Glendale, St Brides Hill, Saundersfoot	Proposed first floor extension together with improvements to parking and turning
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Saundersfoot Community Council received several Emails relating to this application – these were shared with Councillors prior to the meeting.

Cllr James left the meeting room

Following consideration of all the information provided, by the planning Authority, Saundersfoot Community Council considered that:

- **Over development of the existing plot** - The proposed extension will turn the existing bungalow, which is well conceived and in balance with its surroundings, into a two-storey property with balcony which would overpower the adjacent properties.
- **Impact on the privacy of surrounding properties** - The proposed increase in the height of Glendale is exacerbated by the fact that this property is located above the valley in which several dwellings currently exist. This would cause a major overview of the properties below, leading to a significant reduction in privacy.
- The introduction of the proposed balcony would also have a major impact on the privacy of residents living in the properties located below Glendale. Furthermore sound emanating from the balcony, which in itself could act as a soundboard, would be projected into the neighbouring properties, with the natural lay of the land acting as an amplifier.
- **Design, Appearance and Materials** – The proposed plan and building materials are not of a design or nature which is in keeping with the strong historic character of the picturesque harbour community and national park of Saundersfoot.
- Several of the existing 1930s properties have had building works carried out, these works have maintained and enhanced the traditional appearance of the homes and have remained within keeping of each other, the area, with all properties enhancing the vista. The proposed plans would significantly ruin the character of the area and set a precedence for others to follow

Saundersfoot Community Council do not support this planning application.

Cllr James returned to the meeting room

C	NP/23/0339/FUL	Step Cottage, Wisemans Bridge, Saundersfoot	Replacement Dwelling and Garage
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Following consideration of all the information provided by the planning Authority, Saundersfoot Community Council do not raise any concerns relating to this application.

Saundersfoot Community Council support this planning application

D	NP/22/0621/FUL	Land East of Sandy Hill, Saundersfoot, Pembrokeshire SA69 9DR	Proposed development of 74 residential units
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Cllr Chris Williams BEM provided some background information prior to leaving the room and the debate commencing.

Saundersfoot Community Council received one Email regarding this application - this were shared with Councillors prior to the meeting.

Cllr C Williams BEM left the meeting room.

TBC

E	23/0378/PA	Plum Tree Hall, Stepside, Narberth, Pembrokeshire, SA67 8JX	Proposed engineering works involving cut and fill to level out existing ground and construction of stable block, tack room & fodder storage area (part retrospective).
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As this property is not located within the Saundersfoot Ward and that Saundersfoot Community Council were not requested to consult on the application by the Planning Authority, it was not considered by Saundersfoot Community Council.

Three members of the public left the meeting room.

2023/09 102 Apologies for Absence R Hayes MBE, D Ludlow and M Knibbs

2023/09 103 To receive any Declaration of Interests.

- Cllr James declared a personal and prejudicial interest in agenda item 2023/09 112 (B) as Cllr James lives in close proximity to the application site.
- Cllr C William BEM declared a personal and prejudicial interest in agenda item 2023/09 112 (D) as Cllr C Williams BEM is a member of the Planning Authority's Planning Committee.

2023/09 104 Chairman's Report

Cllr Willias BEM reported:

On Friday, I will travel to Denbigh to discover what grade we have been awarded by the Wales in Bloom judges. Whatever it is, I must congratulate all those individuals as well as Saundersfoot in Bloom who have enhanced our floral displays in the village. The Sensory Garden has been taken to another level this year with planning for next year already being carried out. Julie Davies not only picks litter on a daily basis from the beach, but also flies the flag for sustainability and recycling. Her contribution to the village has been outstanding. I must also pay special thanks to one of our own, Cllr. Rosemary Hayes MBE. She regularly attends impromptu meetings at the drop of a hat and she has single-handedly organised the Saundersfoot in Bloom floral competition and awards as well as the Flower Festival at St Issells Church. This event receives lavish praise from Wales in Bloom judges as well as from all those who visit St. Issell's. It is an excellent example of the community spirit in Saundersfoot.

2023/09 105 To receive an update regarding the Co-option process/ to receive any Declarations of Office

The Clerk advised the Council that one interest had been received regarding consideration for co-option, to fill the one remaining Councillor place, representing Saundersfoot South and as no vote was required invited James Bishop to the meeting as Councillor.

Cllr Bishop read and signed his Declaration of Office.

Cllr Williams BEM welcomed Cllr Bishop.

2023/09 106 To Receive the Minutes of the Meeting Held on the 3rd August 2023

It was proposed and seconded that the Minutes of the General Meeting held on 3rd August 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.

2023/09 107 Matters Arising from the Minutes – Information Only

None raised

2023/09 108 To very briefly and anonymously Minute any comments made during public participation

Several members of the public attended this evening's meeting and spoke regarding Agenda item 2023/09 112 (B). Points raised included:

- This application is a second application made following advice from the Planning Authority to amend the plans to be more sympathetic to the surrounding area. It is considered that there is no significant change in the plans submitted to the original ones.
- The submitted plans are not within the keeping of the surrounding area nor to the village of Saundersfoot.
- Several properties, within the area, have had buildings works carried out on them with all works within keeping of each other and the harbour village of Saundersfoot.

- The existing property would increase extensively in size and its natural location affords views over properties below invading the privacy of the residents.

2023/09 109 Invoices received – Payments to be acknowledge or approved

PAYMENTS MADE

01/08/2023	Stephen balding Releif Handyman	£	759.50	Contract
02/08/2023	GOCARDLESS	£	4.20	Regular
03/08/2023	MR CHRIS VIGGARS Beyond Tree Line	£	165.00	Minuted - March 2023
08/08/2023	M Priestley Zoom Reimbursement	£	143.88	Regular
08/08/2023	M Priestley Audit Postage	£	2.25	Admin
09/08/2023	103301 Cllr C Evans Remuneration	£	30.10	
11/08/2023	MR CHRIS VIGGARS contract cut	£	280.00	Contract
14/08/2023	SMART GARDENS Bunting & Tree cut	£	150.00	Chair
14/08/2023	SAFE ELECTRICS SENSORY G 4444	£	144.00	Minuted April 2023
14/08/2023	LLEWELLYN DAVIES INT AUDIT 036159	£	204.00	
16/08/2023	VODAFONE LTD	£	29.58	Regular
17/08/2023	MR CHRIS VIGGARS behind trees	£	165.00	Minuted - March 2023
17/08/2023	Sharp - photo copy Hire	£	163.99	Regular
17/08/2023	M Priestley H and S bits for Report	£	152.31	Clerk H & S Issues
17/08/2023	Mrs M Priestley Clerks Wages	£	1,292.71	Contract
21/08/2023	TOTAL CHARGES TO 3+A104:E1250JUL2023	£	6.60	
29/08/2023	MR CHRIS VIGGARS Contract Cut	£	370.00	Contract
29/08/2023	THE REGENCY HALL 2847	£	44.00	Admin
29/08/2023	Stephen balding Handyman	£	744.00	Contract
29/08/2023	David Cox Garden Works	£	480.00	Contract
31/08/2023	PUBLIC WORKS LOANS	£	1,662.00	Play Park
31/08/2023	Simon E Fussell Building Works (1)	£	5,000.00	Emails - 31.08.2021

£ 11,993.12

INCOME -

21/08/2023	PEMBROKESHIRE CC	£	33,678.00
31/08/2023	GROSS INTEREST TO 30AUG2023	£	69.41

£ 33,747.41

Uncleared Income

30.07.2023	MCC Act 01	£	235.92
30.07.2023	WTC Act 02	£	314.56

The above councils do not meet in August.

£ 550.48

To Be Considered

04.09.2023	Consultancy Works - One Voice Wales	£	1,092.00
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£ 1,092.00

The Clerk confirmed that the Zoom Licence fee is paid by Saundersfoot Community Council and then the other two Councils which share office costs will pay apportionment of such back to Saundersfoot Community Council.

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

2023/09 110 To approve the bank/cash book reconciliation

Cash Flow August 2023

Balance	£	61,017.53	B/F
Payments made	£	11,993.12	
Payments received	£	33,747.41	
	£	82,771.82	C/F £

It was proposed and seconded that the finance report for August 2023, as presented, be signed as a true record of the Saundersfoot Community Council's financial position as of 31.08.2023.
Vote taken – All Cllrs in full agreement.

2023/09 111 To consider and sign the Banking Mandate relating to electronic payments made in relation to Saundersfoot Community Council Employees Pension contributions.

It was proposed and seconded that, in accordance with the Pension Provider's terms, Saundersfoot Community Council accept that an automatic payment will be made direct to the pension provided on completion of that months calculation and submission, and that Cllrs Cole and Clarke sign the Mandate confirming such. Vote taken – All Cllrs in full agreement.

2023/09 112 Planning Application(s) Received

Please see beginning of Minutes

2023/09 113 To consider the Pre-Planning Application received regarding Cornerstone, Saundersfoot, Beddoes Court, Milford Street, Saundersfoot

Following consideration of all the information provided Saundersfoot Community Council did not raise any concerns regarding this pre-planning application.

2023/09 114 To acknowledge any Licencing Applications received by the Pembrokeshire County Council.

None

2023/09 115 Consideration of Correspondence Received.

- Email received from the Trustees of the Regency Hall requesting confirmation or otherwise of the Saundersfoot Community Council's continued financial commitment in relation to the Saundersfoot Christmas Lunch. – It was concluded that members of the Community Events Working Party will meet, after a discussion with Tenby Rotary Members, regarding this event and how it can be made more inclusive.
- Email received relating to location and room availability for the December 2023 meeting- It was concluded that the December 2023 meeting will be held in the downstairs meeting room of the Saundersfoot Sports and Social Club on Thursday 7th December 2023 at 6pm.
- Email received raising concerns relating to the height of the newly installed speed humps on land in the ownership of Saundersfoot Community Council – It was concluded, by the relevant working party and the installer, that the humps conform to standards required in a 5mph limited area.
- Email received from Pembrokeshire Coast National Park Planning Authority advising that the following two planning applications will be considered by the Planning Committee on Wednesday 6th September 2023. NP/23/0168/FUL and NP22/0476/OUT Cllrs were invited to make representation on behalf of Saundersfoot Community Council.
- Email received from the Regency Hall Trustees inviting Councillors to the Regency Hall's tenth year celebrations.
- Email received from Pembrokeshire County Council requesting any feedback following the recent Ironman event.
- Email received from the Clerk of Amroth Community Council requesting Saundersfoot Community Council to consider supporting a monthly meeting with the Neighbourhood

Policing Team – It was concluded that the Saundersfoot Community Council would support this with meetings being held in Amroth and Saundersfoot on a rota system. Cllr James offered to be Saundersfoot Community Council's representative once the meetings commence.

2023/09 116 To receive the County Councillors Reports

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

County Councillor Alec Cormack- Saundersfoot North – Taken as read.

2023/09 117 To Receive Any Reports from Working Parties

- Grounds Management Working Party – Cllr M Williams BEM – taken as read
 - Signage is required to advise drivers of the speed limit and ensuing speed humps. Cllrs were shown several designs. The Clerk to order four signs of the approved design.
 - Asset Register – Cllr Cormack to contact the valuer and ascertain when the report will be completed.
 - The question was raised as to why Saundersfoot Community Council is purchasing tools to be used by contractors. Following a robust debate and to prevent any future confusions, it was proposed and seconded that all further equipment required by any contractor working for Saundersfoot Community Council, which the Council does not have it its ownership, should be purchased by the contractor. Vote taken – the majority of Cllrs in favour of such.
- St Issells Cemetery – Cllr S Clarke
 - The renovation works to the gates at St Issells Church Yard have been completed and the gates are back in place. It was agreed that a good job had been carried out and the gates look fantastic. This now brings attention to the light fittings on the gate pillars – the Clerk to seek prices for the renovation of such.
 - A new path is required within the Cemetery - the Clerk to seek prices for such.
 - The majority of unwanted growth has been removed from untended graves. There is a small number of graves that still require attention – the Council agreed for these clearing works to continue.
 - While attending the cemetery this morning, with the Clerk, it was noted that a tree had been damaged and a fallen bough required attention – The Groundsman will attend to such when next cutting the grass.
 - The stream requires clearing of debris – the Clerk to contact National Park Ranger to see if it is something the volunteers may be interesting in doing.
 - The Clerk has been informed, verbally, that there are no imminent problems with the wall at the top of the Church Yard, the Clerk to request such in writing.
 - A long term plan is required relating to the re-wilding and maintenance of the Grave Yard and Cemetery. This may require the Clerk being granted extra hours to cover these works. – To be discussed by the Personnel Working Party.
 - The grounds are looking much better following the meeting with the grounds keeper.
 - I, along with the Clerk in her role of Burial Officer, met with a stonemason who had requested to place a headstone, which was much larger than the Terms and Conditions allow, on a grave within the Cemetery. We measured the headstones within the vicinity of the proposed site and compared such with the current Terms. The sizes were confirmed and the Clerk confirmed the agreed sizes within an Email.
- Personnel Working Party – Cllr C Evans
 - The agreed monthly meetings between the Clerk and two Cllrs have commenced with the first meeting being held 31.08.2023 – the outcome was positive.

- Community Events Working Party – Cllr M Williams BEM (To consider Remembrance Service Arrangements)

Cllr Williams BEM advised that a meeting of the Working Party will be held very shortly.

- Health and Safety Working Party – Cllr Clarke (In the absence of Cllr Knibbs) advised that:
 - The Fire Risk Assessment had been carried out in the Saundersfoot Community Council owned storage building – there are a number of actions which are currently being carried out.
 - fire extinguishers have been purchased and awaiting to be commissioned.
 - a first aid and eye wash kit has been purchased and is stored in the store room.
 - An asbestos survey has been carried out and two samples sent for analysis – results awaited
 - Health and Safety Policy – Following a robust debate, the amended policy will be considered at the October 2023 meeting.

2023/09 118 To Receive Reports from Council Representatives

To include reports from:

Cllr Harper – Saundersfoot School Governor

Cllr Harper advised that the next meeting of the Governors would be in September 2023 and was able to confirm that there is a full complement of Governors.

ACTION TRACKING - To consider any updates regarding actions appertaining to the following ongoing matters:

- 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. Group members – Cllrs Cormack, Cole, Ludlow, M Williams BEM, Knibbs and County Councillor C Williams BEM.
 - iv. The budget will cover the purchase and installation of six units with four locations having currently been confirmed, with a possible 5th site being Broadfield Hill – as this is in the neighbouring Ward, St Mary Out Liberty Community Council will be approached and such will be discussed. Thought to be given to the monies promised by Activity Wales to be used towards the purchase of a sign.

2023/09 119 To consider and adopt the draft Health and Safety Policy

The Saundersfoot Community Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.

See Minute 2023/09 117 Health and Safety Working Party's Report

2023/09 120 To consider and adopt the amended Standing Orders

Standing Orders are the written rules of a local Council. They are used to confirm a Council's internal organisational, administrative and procurement procedures and procedural matters for meetings

It was proposed and seconded that the Model Standing Orders be adopted as is, stating that the meeting time remains at three hours. Vote taken –All Cllrs in full agreement.

2023/09 121 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.

2023/09 122 To consider the requirement for Councillors and/or employees of Saundersfoot Community Council to undergo first aid training.

Cllr Clarke, in Cllr Knibb's absence, advised the Council that Cllr Knibbs, along with the Clerk, had sourced two Authorities which would provide emergency first aid training. Following a discussion, it was proposed and seconded that Saundersfoot Community Council, by means of a training day conducted by Tenby and Saundersfoot First Responders and at a cost of £30 per person, provide emergency first aid training to the Clerk and any Councillors who wish to attend. Vote taken – the majority of Cllrs in agreement.

2023/09 123 To consider the prices received, by Cllr Cormack, relating to the purchase and installation of the proposed 4 electronic speed alerters (Final exact locations not yet confirmed)

This agenda item will be carried over to the October 2023 meeting by request of Cllr Cormack.

2023/09 124 To consider the timings of the distribution of information to be considered, at Saundersfoot Community Council meetings, to Councillors and the Clerk – Councillors/the Clerk require to receive all information in a timely manner prior to the meeting.

It was proposed and seconded that all information and reports, to be considered by the Saundersfoot Community Council at its meetings, (usually held on a Thursday), should be received, by Councillors and the Clerk, no later than 4pm on the Monday prior to the meeting, this to include the finance report – if the end of month is after the Monday the figures to be up to the Monday's date and depict such within the report. Vote taken – the majority of Cllrs in agreement.

Meeting closed 20.52