

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the General Meeting of The Saundersfoot Community Council, held on Thursday 14th December 2023 at the Regency Hall, Saundersfoot at 6.00pm

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

Present in Person: Cllrs Colin Evans (CE) (Chair), James Bishop (JB), Steve Cole (SC), Lidan Harper (LH), Rosemary Hayes MBE (RH), Liane James (LJ), Dean Ludlow (DL), Nicola Cleevely (NC) and Clerk / RFO Bradley Challinor.

1 Apologies for Absence

Cllr Alec Cormack (AC)

2 Declaration of Interests

No Councillors declared an interest in any of the agenda items

3 Chair's Report

I was invited to represent Saundersfoot Community Council at Saundersfoot Footlights pantomime Robin Hood. I would like to congratulate the whole team who participated to deliver an entertaining and professional show. I will look forward to attending next year's event and I would recommend it to all families in the community.

I completed three training modules by one voice Wales and I found the content valuable in assisting me in my duties as Chair.

I spent time in recruiting a new temporary clerk, Mr Bradley Challinor.

Agenda item 10 (planning applications) brought forward to support a member of the public attending the meeting.

10 Planning Applications

A	NP/23/0526/FUL Objection	19, Lawnswood, Saundersfoot, Pembrokeshire, SA69 9HX	Proposed front balcony above existing garage.
Minutes taken		Councillors acknowledged public email of objection. Clerk confirmed application has been accepted by PCNPA	
B	NP/23/0570/LBA	Penydre, The Ridgeway, Saundersfoot, Pembrokeshire, SA69 9JE	Alterations in association with proposed change of use

C	NP/23/0572/FUL	Penydre, The Ridgeway, Saundersfoot, Pembrokeshire, SA69 9JE	Change of use from a single residential (C3) dwelling to a House in Multiple Occupation (C4) with associated physical alterations.
Minutes taken		<p>Member of the public given 3 minutes to discuss the change of use / alterations planning applications.</p> <p>Clerk read out 3 objection emails from the public to the planning applications (not using public member's names).</p> <p>Cllrs discussed the planning applications at length pinpointing both the negatives and positives to the application.</p> <p>a) Parking issues (down to the occupier to manage)</p> <p>b) Noise issues</p> <p>c) Antisocial behaviour issues</p> <p>d) No other HMOs in the village or PCPNA</p> <p>e) Live in Landlord</p> <p>f) Environmental health and building control visits (no issues)</p> <p>g) The HMO can support jobs / affordable housing for young people</p> <p>Cllrs agreed to request a site visit alongside PCNPA to determine final response. Clerk to request.</p>	
D	NP/23/0448/LBA Amended plans	The Priory, Church Terrace, Saundersfoot, Pembrokeshire, SA69 9HD	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 & addition of solar panels
E	NP/23/0447/FUL Amended plans	The Priory, Church Terrace, Saundersfoot, Pembrokeshire, SA69 9HD	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.
Minutes taken		Cllrs discussed application and would like to request a site visit alongside PCNPA to determine final response. Clerk to request.	

4 Elect the Vice Chair of Saundersfoot Community Council

Cllrs unanimously elected Cllr Nicola Cleevely as the Vice Chair to Saundersfoot Community Council.

5 Minutes of the Meeting Held on the 2nd October and 2nd November 2023

Minutes of the meeting held at 18:00 in October 2023 and November 2023 in the Regency Hall, Saundersfoot proposed and approved by Saundersfoot Community Council chair (CE) and seconded by Cllr SC.

Minutes to be scanned and electronically archived by clerk (BC).

6 Matters Arising from the Minutes (Information Only)

No matters arising from the previous minutes.

7 Public Participation

One member of the public present at the December Saundersfoot Community Council Meeting. Public participation covered in agenda point 10 (please see above).

8 Invoices Received

Chair confirms invoices received and paid in October and November meetings have been paid via cheque and match up to recent November / December bank statement. Acknowledged by Vice Chair (NC).

Cllr SC confirmed no access to the bank yet (ongoing). Cheque the only form of payment.

Invoices confirmed for payment (cheques written out and posted by clerk):

Invoices Received	Payment Amount
Gardening Services (David Cox)	£450.00
Sharp Printer	£530.75
e-on electric	£55.22
CC framed picture (Mrs Ludlow)	£30.00
Christmas Lights	£820.00
Simon Fussell Building Work	£5,640.00
Office rent (Tenby)	£859.16
CLR Law	£360.00
Clerks Wages	£3,051.09
New Year's Day Swim	£4,108.20

9 Bank / Cash Book Reconciliation

New Clerk BC to complete bank reconciliation (year to date), budget updated and draft 2024/25 budget in preparation for January 2024 community council meeting.

Clerk (BC) to update HMRC following recent change in clerk.

10 Planning Applications

Agenda point brought to beginning of agenda to support public participation. Please see above.

11 Licencing Applications (Pembrokeshire County Council)

No licensing application for discussion

12 Consideration of Correspondence

a) Formally acknowledge the resignation of Steven Clarke

Cllrs acknowledged the resignation of Steven Clarke

Clerk (BC) to write and send letter of thanks to Cllrs Clarke, Cllrs Knibbs and Cllrs Williams for their dedication and support for the Community Council.

b) Global Beach Sports

Bring forward onto January 2024 agenda to discuss further. Clerk to send holding email to Global Beach Sports.

c) OVW Training Dates

Chair (CE) emphasised the importance of the valuable training. Chair (CE) has attended 3 trainings over the last month and found them extremely valuable.

d) Sustainable Coastal Communities – Saundersfoot

Email reply sent to Pembrokeshire County Council requesting possible dates in January 2024 to hold the Sustainable Coastal Communities meeting.

e) Historical speed assessments (enhancing Pembs grant)

Bring forward onto January 2024 agenda to discuss further. Cllr AC leading on agenda point 12e.

13 County Councillors Reports (sent in advance by email)

County Councillor Alec Cormack: Saundersfoot North (no report for December 2023)

County Councillor Chris Williams: Saundersfoot South (report supplied and available on Saundersfoot Connect)

Cllrs discussed coastal path between Saundersfoot and Wisemans Bridge collapsing due to extreme weather in December. Clerk to follow up with PCC on timescales.

County Councillor reports are available on request from the Clerk mailbox: clerk@saundersfoot-cc.gov.wales

14 Working Group Reports (sent in advance by email)

a) Grounds Management Working Group: Cllr Ludlow (report supplied and available on request)

b) St Issells Cemetery (no report received)

c) Personnel Working Group: Cllr C Evans (meeting 14.12.2023)

d) Community Events Working Group (report supplied and available on request)

e) Health and Safety Working Group (re-establish in January 2024 meeting)

f) Finance Work Working Group: Cllr Cormack Cllr AC absent from meeting)

g) Community Engagement Working Group (report supplied and available on request) **Cllrs confirmed adoptions of proposals**

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Cllr RH pointed out the top end of the St Issells Cemetery was in a bad state of repair and the grass was in a desperate need of a cut. Cllrs CE, DL and RH to meet in January 2024 to assess what needs to be done to support the cemetery. Cllr DL to organise.

Chair CE asked Clerk BC to email approval for the recent request for a headstone to be laid. Clerk confirmed in meeting email approval has been submitted.

Cllr DL confirmed he had sent play park map to PCC (no response to date). Cllr DL discussed play park inspections to be carried out by PCC monthly.

Clerk to invite Gareth Davies Photography to Saundersfoot Community Council Meeting in January 2024 to take photos of Cllrs for website / social media.

15 Council Representatives Reports

Cllr Harper: Saundersfoot School Governor

As part of school's monitoring procedures, a small group of governors were invited to participate in the evaluation of Numeracy standards on 8th December.

Governors met with HT and DHT to discuss the monitoring process followed by relevant group discussions with the learners from year 2 to year 6.

Learners were asked a variety of questions about their numeracy skills and their thoughts on National Tests.

Pupils spoke confidently and articulately with sound knowledge about their own learning. They were able to identify their strengths and areas for development.

Pupils were supportive of each other with their comments and praised their teachers for explaining the process clearly to them.

16 2023 Remembrance Service

2023 Remembrance Service report below from Cllrs NC

It was fantastic to see so many members of the community [of all ages] come together in an Act of Remembrance. Thank you to everyone who played a part in the practical organisation of the service or who supported on the day. It was great to see all councillors in attendance and it shows what can be achieved when everyone works together. A special thank you to Mr Mike Knibbs who played a huge part in organising the event and was Parade Commander on the day.

Having reviewed the service, there are some changes which could be made to improve things even more next year.

Proposals are:

- 1. An updated and in-depth Risk Assessment to be completed*
- 2. The road closure notices are to be moved near to Whitlow. This would allow those who do not wish to wait to turn around and go back through the village.*
- 3. The organisations to be responsible for purchasing their wreaths directly from the RBL.*
- 4. A new weatherproof amp or we hire one for the day. The spend was agreed at the October 2023 meeting but the purchase was not made.*
- 5. An adult to assist the elderly to lay their wreaths and to help them step up to the memorial.*
- 6. An up-to-date invitation list to be put together for the laying of wreaths. More organisations have requested permission to lay a wreath next year e.g. Saundersfoot Walking footballers. Maybe other local clubs e.g. Bowling Club could be invited.*

Deputy Lord Lieutenant of Dyfed, Mrs. Sharon Lusher has offered her assistance in any way she can.

Cllrs confirmed adoptions of proposals

17 Senior Citizens Christmas Dinner

The Christmas Dinner is organised and will take place on the 17th December 2023. Cllrs confirmed the age of the dinner is 65 years and over. Cllrs confirmed there will be over 100 people attending and a positive turn out from the community council would be required.

18 Sensory Garden

Chair CE discussed Sensory Garden plans moving into the new 2024 calendar year (linking to Saundersfoot and Britain in Bloom).

Cllrs CE, DL and RH to meet in January 2024 to assess what needs to be done to support the sensory garden. Cllrs DL to organise.

19 Wisemans Bridge Toilets

Cllrs JB questioned the costings presented to the community council for taking over the Wisemans bridge toilets. The figures were high level rounded figures that seemed high for the highlighted work.

Cllrs JB will contact PCC to discuss further. The email states there will be potential costs of up to £20,000 to take over the Wisemans bridge toilets (this will need to be factored into the precept and draft 2024/25 budget).

20 Wales in Bloom

Cllrs unanimously voted in favour of entering Wales / Britain in Bloom.

Chair CE has had confirmation from Saundersfoot in Bloom that there should be no additional cost and consists of the sensory garden, hanging baskets and support from the Wales in Bloom Society.

Cllrs NC confirmed that a recent email suggested a potential cost of £5,000 in order to compete in the competition. Cllrs AC to look into potential grant funding to support.

Cllrs wanted to make it extremely clear that the management and running of the Britain in Bloom should be placed with the Wales / Saundersfoot in Bloom Society.

21 The 2024/25 Draft Budget and Precept

Extraordinary meeting arranged for Wednesday 10th January 2024 (6:30pm) to set draft 2024/25 budget and finalise precept for Financial Year 2024/25. Cllrs discussed possibility of 10% increase to Precept (due to inflation and toilets in Wisemans Bridge).

22 Donation Requests

Cllrs approved donation request for New Year's Day Swim. Cheque written and posted by clerk for £4,108.20 (to support the safeguarding safety of the swim).

Cllrs agreed they are duty bound to support in 2023 and the benefit to charity and the community is huge.

Cllrs would like to see a breakdown of the costs to support the donation policy and procedures set by Audit Wales for the Community Council.

Cllrs feel this will be the last year of a large donation and moving forward (2024 onwards) the Community Council believe the funding of the event needs an overhaul.

23 Ward Maintenance Issues

Covered in agenda point 14b

24 Confidential Correspondence and Matters Arising

Due to the confidential nature of information to be discussed and in accordance with S2 of the Public Bodies (Admission to Meetings) Act 1960, no minutes were taken.

25 Date and Time of the next Community Council Meeting

Thursday 04th January 2023