**Minutes of the Annual General Meeting of Saundersfoot Community Council held on Friday 8th May 2015 at The Regency Hall Saundersfoot.**

**Present:** Cllrs W Cleevley (Chairman), P Baker (Vice-Chairman), M Allsop,

S Boughton-Thomas, M Cavell, R Hayes MBE, S John, A Mattick,

D Poole

**In attendance:** Virginia Taber - Clerk

1. **Chairman’s Report**

Councillor Cleevely reported to the meeting that he had attended the opening of the Saundersfoot Bowling Club season. He remarked that this was the 8th time that he had had the pleasure of doing so.

1. **Election of Chairman for 2015/16**

Councillor Phil Baker was duly elected to serve as Chairman of Saundersfoot Community Council for the next 12 months.

The Chains of Office were passed on to Cllr Phil Baker.

He thanked the outgoing Chairman, Cllr Cleevely for stepping into the breach last year when the Chairmanship had become vacant. He acknowledged that it had been a challenging year. He took the opportunity to thank John Griffiths, who had served as the Council Clerk for eighteen years until he retired in March 2015 and expressed thanks to Virginia Taber as the new clerk. Cllr Baker said he looked forward an open and transparent year ahead.

1. **Election of Vice – Chair for 2015/16**

Cllr Sue Boughton – Thomas was duly elected to serve as Vice Chair of Saundersfoot Community Council for the next 12 months.

1. **Appointment of Committee Members**

The Clerk informed the meeting that Councillor Brabon wished to step down as Grounds Manager. Councillor John told the meeting that he would be stepping down from the Regency Hall Committee.

The Appointment of Committee Members were as follows: -

1. **Grounds Committee to include the Sensory Gardens**

Councillors: Baker, Brabon, Boughton - Thomas, Cleevley, Hayes, John and Pearson.

1. **Regency Hall Committee** – adjourned to next meeting to ask Councillor D McDermott if he will consider the position.
2. **Manager Playing Fields -** Councillor A Mattick
3. **Deputy Manager Playing Fields -** Councillor McDermott
4. **Saundersfoot in Bloom –** Councillor Pearson.
5. **Saundersfoot SCP School, Governor -** Councillor Cavell
6. **Saundersfoot Harbour Commission** – Mr P Parker
7. **Saundersfoot Forum –** Councillor John
8. **Once Voice Wales –** to be appointed as and when
9. **Saundersfoot Harbour Advisory Committee –** Councillor John
10. **Saundersfoot Chamber for Tourism –** Councillor Brabon

Councillor Hayes informed the meeting that Friends of Saundersfoot were no longer an active group.

1. **Apologies:** Cllrs R Brabon, T Pearson, D McDermott.

**6. Declaration of Interest** - Cllr Baker – Harbour Development excluding Sensory Gardens.

**7. Minutes of the Meeting on the 2nd April 2015**

The Minutes were approved and signed

**8. Matters arising from the Minutes of the 7th April 2015.**

**9. Purchase of a Container -Minute 5 (b)**

Councillor Poole informed the meeting that the area where it is intended to place the container has been cleared and is now ready for the Container.

**10. Planning Application NP/15/053 (Minute 5 (e)**

Councillor Hayes asked that a letter be send to the Parks authority to clarify where the conservation boundary actually is.

It was **resolved** to send a letter to the PCPA

**11. Saundersfoot in Bloom (Minute 10 c)**

Councillor Hayes informed the meeting that Judging would take place in mid – July for Saundersfoot in Bloom.

**12. Leak outside the Regency Hall (Minute 5 d)**

Councillor Boughton -Thomas told the meeting that the leak outside the Regency Hall has now been found – it had been discovered on 7th May 2015.The problem was found to be that a joint had not been correctly tighten. The metre had been read and it was anticipated that quite a lot of money was due to come back. Councillor Boughton - Thomas went on to say that the contractors, JEHU has accepted responsibility. The problem had occurred when they put in the new piping and that any redress would be against JEHU.

**13. Garden Cottage Flats – Minute 5 m**

Councillor Cavell told the meeting that the flats had been left in an appalling state after some building work had been done on site. She reported that finally this week work had been completed and the rubbish and debris had been cleared away. Residents were happy that this has now been resolved.

**14. Wall in Cemetery – (Minute 5 O)**

The Clerk clarified with Members that it was there wish to accept this quote and instruct Mr Belfield to commence work.

**Resolved** – to ask that Mr Belfield start work on the wall as soon as possible

**15. Castle School use of Tennis Court**

The lines on the tennis court are badly faded and the Council handyman needs to repaint them.

**Resolved:** Councillor Baker to ask Glen Codd if it would be possible to use the PCC line painting machine.

**16. Coach Park**

It was reported that on Easter Monday a Coach was attempting to end the Coach park but was unable to do so because of the bollards that have been placed in the way. The Coach then parked outside the parking area which resulted in the pathway being blocked.

Councillor Baker agreed to contact National Parks to resolve this issue.

**17. Illegal Parking in the Village (Minute 12 b)**

Councillor John reported that Traffic Enforcement Officers are visiting the village

3 to 4 times throughout the day and are paying particular attention to the bays outside Tesco and Spar. Eight parking tickets had been issued on Easter Monday.

The Lorry ban was now in force in the village. Councillor John said this was a matter that was regularly raised at the Police Forum. Lorries park on corners and bends thus blocking through traffic and bringing the centre of the village to a standstill. The meeting expressed frustration with the fact that the exclusion existed but appeared to be flouted and there was no enforcement and therefore was there any point in having the signs up if the authorities were not going to do anything about it.

It was **resolved** to write to the Chief Constable and the Police and Crime Commissioner about the lorry ban and enquire about the enforcement policy.

**18. Minutes of the Special Meeting of the 8th April 2015**

The minutes of the meeting were duly agreed and signed

**19.** The Chairmen explained that the meeting had been called to discuss the White Paper and consider Saundersfoot Community Council response to the consultation and proposal of the white paper. The proposals included the concept of the “competent Council” and in order to reach that designation there were a number of criteria one of which was to had a budget of £200,000. The Chairman explained that Saundersfoot had a budget of £45,000. Therefore, there is a distinct possibility that a number of smaller community councils will be amalgamated to form a larger “competent “council. He went on to state that it was not an automatic assumption that Saundersfoot would go in with Tenby. It was agreed that an approach should be made to other communities in the Saundersfoot Bay area to seek their views on the proposals of the white paper/

It was **resolved** to ask the clerk to write to Community Council in the area seeking their views.

**20. Accounts for Payment**

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| --- | --- | --- |
| **Accounts for Payment in April 2015** |  |  |
|  |  |  |
| Payee |  | Amount |
|  |  |  |
| Salaries |  | **1610.52** |
| Flowers for Sensory Garden |  | **42.95** |
| Brian Harries | Expenses | **40.00** |
|  |  | **1693.47** |
| Accounts at 30.4.2015 |  |  |
| Balance of Current Account |  | **5000.01** |
| Balance of Reserves |  | **27240.68** |
| Total |  | **32240.69** |
|  |  |  |

**21. Planning Application Received**

* **NP/15/0215/PNT** – Base station installation –upgrade to an existing telecommunications installation and associated works- Beddoes Court Milford Street SA69 9EW

Council **resolved** to offer no comment

* **NP/15/0222/FUL** – Single storey side extension 13, Sandy Hill Park Saundersfoot SA69 9PH

Council **resolved** to offer no comment

* **NP/15/0160/FUL** – Demolition of existing dwelling &erection of replacement 2 storey detached dwelling with attached garage- Weathervane Francis Road Saundersfoot SA69 9AH

Council **resolved** to offer no comment

Councillors Baker and John declared an interest and took no part.

* **NP/15/0133/FUL** – Change of use residential apartments to hotel apartments –St Brides Apartments Stammers Road Saundersfoot SA69 9HZ

Council **resolved** to offer no comment

Councillors Baker and John declared an interest and took no part.

* **NP/15/0211/FUL** Retrospectiveapplication for raising existing fence height to 2.0m and for erection of shed to store bins – Admirals Mews Wogan Terrace Saundersfoot SA69 9HA

Council **resolved** to offer no comment

Councillors Baker and John declared an interest and took no part.

**22. Licensing applications**

None received

**23. Correspondence received**

**a) Updates on Local Development Plan Land Allocations and larger development sites in National Parks**

Rear of the Cambrian Saundersfoot – 8 houses, 4 flats and live/work unit were completed.16 units reimagining, including 6 affordable dwellings.

Members were concerned about work starting on these developments before September and interrupting the summer season.

It was **resolved** to write to Parks Authority to express this concern.

**b) Proposed Emergency Planning event** – a letter has been received from Claire George Pembrokeshire County Council: -

I am writing to gauge interest in the town council being involved in an emergency planning event we would like to develop.  You may be aware that we held an event last year in County Hall around the Shoreline Management Plan and flood action plans.  Partners would now like to deliver an exercise in a specific town to develop community involvement in action planning.

We propose a 2 hour event which would invite local people and organisations to be involved in a scenario where there would be an electricity outage for 5 days.  Participants would then work together to consider what they would have to do to keep their community going and support those in need.  The event is proposed to be held in Sept/Oct 2015.

At the present time we are gauging interest from a number of communities.  We will then work with that community to develop the event.  If this is something you think the Town Council would like to take forward I would be happy to attend a meeting to discuss with Councillors.

It was **resolved** to contact Claire George and indicate that Council would be interested in taking part in such an event and invite her to attend a future meeting.

**c) Saundersfoot Forum**

A letter had been sent on behalf of the Forum asking the Community Council to consider a number of matters that had been discussed at a recent meeting of the Forum

**Public Toilet in Regency Cark Park**

Concern was expressed by the Forum about the condition of the toilets and their appearance.

Councillor Baker explained that the PCC had contracted out the maintenance and cleaning of the toilet to a company called DANFO. There had been a proposal that the toilets were demolished at a cost of £45000. Senior managers of DANFO were intending to visit Saundersfoot to view the block and decide what the next step was. It was understood that DANFO would provide a new toilet block but as a result would consider charging to avoid having to spending on damage and repair.

**Beddoes Lake**

A wide ranging discussion took place about the state of the river that runs along the back of the Regency Hall.

The County Council had responsibility for cleaning and maintaining the banks.

Councillor Baker would speak to area maintenance.

**Car Park**

Concerns were raised by the Forum about the Regency Car Park and the Car park for The Mulberry which the Forum described as a “grubby lane”.

As both these matters were out of the jurisdiction of the Community Council it was resolved to send a copy of the letter to the Parks authority and to Mr Davies who owns the Mulberry for their response.

**Harbour Development** - Cllr Baker left the meeting at this point.

The Forum asked the Community Council to press the Harbour Commissioners and Pembrokeshire County Council to be more open and forthcoming about the plans and proposals for the harbour area. To hold a public meeting and display development plans for the public to see.

Councillor John as the community Council representative on the Harbour Advisory Committee told the meeting that he could not see any reason why they can’t publish their plans.

Cllr Boughton-Thomas explained that it was her understanding that the Harbour Commissioner hands were tied by Pembrokeshire County Council as to what they could divulge at this stage.

Councillor Hayes said that the time had come for the matter to be discussed.

General concern was expressed that what is being proposed should be on public display and that residents of the village want to know what is going on.

It was **resolved** to ask the Clerk to write to the Commissioners to obtain clarification.

**d) SAVE Saundersfoot Coal Office and Adjoining Gardens** (Cllr Baker not present)

A letter was received from the Save group asking the Council to consider two things:

To support the application for a tree Preservation Order for the commemorative trees planted in the “Barbeque Lawn”.

To lead on a commemorative event for the 70th Anniversary of D-DAY Landings, V.E.Day and V J DAY. One big event held as a collective acknowledgement of an important part of history in this country.

A wide ranging discussion then took place regarding these proposals and it was agreed in principal that the Community Council would led on such an event with help and support for the community.

It was **resolved** to write to PCNP and request that the trees be preserved. (Cllr Hayes declared an interest as she had planted one of the trees)

It was **resolved** to organise an event to commemorate the 70th Anniversary of 70th Anniversary of D-DAY Landings, V.E.Day and V J DAY.

**e) Pembrokeshire South East Energy Group**

The contents of the letter were noted by members. Invitation to a meeting on 21st May 2015 at 7pm at Regency Hall where the guest speak Mr Emyr Williams will give a talk about Coastal protection.

**f) OMBUDSMAN - REVISED GUIDANCE ON THE CODE OF CONDUCT**

The following correspondence has been received from Nick Bennett, from the Public Services Ombudsman for Wales

I am pleased to confirm that I have issued revised Guidance on the Code of Conduct for members. Since taking up my office I have become increasingly concerned about the number of low level complaints that I am receiving from community and town council members. In view of this, I have revised the two stage test that I use when deciding whether to investigate a complaint that the Code has been breached or to continue with an investigation to the stage of referring the matter to a standards committee or the Adjudication Panel for Wales, to include consideration of any public interest factors that may apply to a case. This is to ensure that I continue to investigate serious complaints to maintain public confidence in standards of public life. Further information about the revised test and the public interest factors that I may apply is included in Section 1 of the revised Guidance. Other changes include further guidance on the use of social media and political expression and a flowchart which has been designed to provide members with assistance and clarity on the issue of interests.

No hard copies of the Guidance will be produced. However, copies can be downloaded from my website at *www.ombudsman-wales.org.uk* There is a separate version available for town community councillors. I would appreciate it if you could bring this to the attention of your members so that they can familiarise themselves with the changes that I have made. I hope that the Guidance will continue to be a useful resource to both you and the members when considering their obligations under the Code.

**23. Anonymous Correspondence**

The Clerk informed the meeting that she had received an anonymous letter and that in accordance with Council Policy not to consider such communications, the letter was not read to the meeting.

**24. Applications for Donations**

The following applications were granted: -

The Girl Guides £100

CRUSE (Pembrokeshire) £50.00

PSEEG - £100.00

Regency Hall (to cover costs of hire fees) £1000 (Cllrs Hays, Boughton-Thomas and Cavell declared an interest.

Wiseman’s Rowing Club - £100 (Cllr Allsop declared an interest)

Saundersfoot in Bloom- £500 (Cllr Hayes declared an interest) – it was also agreed that the Community Council Gardener would water the flowers and tubs.

Application from The Vintage Cycle Club was adjourned to the next meeting to obtain more information.

**25. Removal of the top fence around the tennis Court – Councillor Poole**

It was agreed that a quote would be obtained to undertake the work to remove the fence around the tennis.

**26. Sports and Social Club and Bowling Club update – Cllr Poole**

Cllr Cavell declared an interest.

Cllr Poole informed the meeting that he had met with representative of the two clubs and discussed the issue of payment for waters used by the Community Council. He explained that Council had been asked to pay for what they use and pro-rata percentage of the sewerage cost. It was agreed that this was acceptable way forward. A discussion then took place about the excessive bill that the Sports Club had received for water and the possibility of a leak resulting in that large bill. Cllr John suggested that the way forward for the Sports Club was to approach JEHU directly themselves. Cllr Baker added that he did not consider this issue to be a matter for the Community Council.

It was **resolved** to write to the Sports and Social Club and advise them that the issue regarding the excessive bill was a matter for them to contact JEHU about and not a matter for the Community Council.

**27. Big Blue Project - Cllr Allsop**

Council received information regarding the Big Blue Project.

It was **resolved** to invite PCSO Moffatt to the next meeting to give a brief presentation and ascertain the funding position.

**28. To consider reports in the media** – the Clerk (item withdrawn as it had been covered in matters arising)

**29. Register of interests**

The Clerk informed members that as the result of recent legislation Councillors were required to update their details on the register of interest and that the information would be made available via the Community Councils Website.

**30. Long Course Weekend**

The Clerk reported that she had met with Mathew Evans of Activities Wales who was anxious to engage with the Community for the upcoming event. The event would be broadcast on a number of television stations and this was an opportunity not only for the community to become involved but to show case the village. A competition for the best supporting village would be run. The Clerk informed the meeting that Saundersfoot had received this accolade last year and that a cheque for £1000 was to be presented to the community Council in recognition.

**31.** **Wreaths on the memorial** – Councillor Baker

Councillor Baker proposed that a wreath be laid on Sunday 10th May 2015 at the cenotaph at St Issells to commemorate the 70th anniversary of D Day and that the wreath be left in place throughout the 100th anniversary period of WWI.

It was resolved to hold a wreath laying ceremony at St ISSELLS.

**32**. **Reports from Committees**

Cllr Phil Baker reported the following: -

**County Matters**

The next Full Council meeting will be held on Thursday 14th May followed by the AGM on Friday 15th May.

Re-organisation of 6th Form provision continues to cause concern for the four High Schools in the North of the County.

Full Council will also review Primary School provision in the Dale peninsular.

**Ward Matters**

Following a number of meetings and telephone calls Cllr Baker was pleased that Mr Jason Sullivan at PCC was able to encourage the contractors to complete the outstanding work at Ridgeway Garden Flats, areas been cleaned up and new front doors installed.

Cllr Baker was also able to confirm that Danfo (PCC contractor providing public toilet facilities and maintenance) are considering the possible renewal of the public convenience at The Regency Hall, an initial meeting is expected in the next few weeks.

PCC officers had confirmed to Cllr Baker that funding had been provided to carry out a feasibility study in relation to the long awaited footway along the B4316 filling in the missing link past the Swallow Tree entrance to Rhodewood.

At a recent meeting a request had been made by SCC to reinstate the yellow lining and road markings adjacent to Sands and the Arcade, Cllr Baker was pleased to confirm that this work had been completed and officers had further confirmed that a renewal of the white lining was also expected in the very near future around the Village centre.

Cllr Steve John reported on the following: -

**Regency Hall – 8th April**

The Chairman welcomed everyone to the meeting.

The two set of minutes from the previous meeting were approved - the old committee and the new committee meetings.

There was only one matter arising, the First Aid course had been held, thanks to Rotary, and it was well attended.

The treasurer reported that there had been another payment for the electricity generated by the solar panels and that this year’s gas charges were less.

It was a good month for Film Club with now 45 members attending, our best yet, and still growing.

**The report from the Users Committee was** -

The need to replace the curtain rails in the main hall - agreed.

The short-mat bowls has not a success so now seeking of a good home for the set.

The successful "buy a brick" campaign for the hall is to be recognised with a plague kindly donated by Mary & George Cavell.

The user’s committee sought a spending limit so that not all decisions have to be referred to the trustees - it was agreed to make it the petty cash limit.

The committee want more volunteers - it was noted that one of their roles was to grow the committees’ membership by obtaining representatives from other local groups.

Under AoB, Tessa Pearson suggested seeing if Art Classes could be run in the hall, Penny Brace asked if the toilets could be fitted with different toilet roll holders and it was agreed that a new volunteer for the kitchen would be asked to help at the next event.

**34. Any other business.**

Concern was expressed about the cliff fencing removal on the Strand.

**Cllr Baker will look into this**.

Councillor Poole he had discussed with Councillor Brabon the condition of the council bins and that they were in need of repainting but that this would not be done by PCC yet. If the paint could be obtained PCC it was something the Community Council handyman could be asked to do.

**Cllr Baker agreed to make enquires about obtaining the paint.**