**MINUTES OF THE ANNUAL GENERAL MEETING OF SAUNDERSFOOT COMMNUITY COUNCIL HELD ON 10TH MAY 2016 AT THE REGENCY HALL SAUNDERSFOOT**

Presents Cllrs Phil Baker; Sue Boughton-Thomas; A Mattick; M Allsop;

R Hayes MBE; T Pearson; Cavell; D Poole; M Williams, B Cleevely; D McDermott

In attendance: V. Taber Clerk

It was agreed by Council to take item 4 on the agenda first.

**1. Chairman’s Report**

Cllr Baker as outgoing Chairman will give his report for April/May 2016. Cllr Baker reported on his final month in office as Chairman which had proven to be very busy. On 9th April Cllr Baker was delighted to open the Saundersfoot Bowling Club green, following his extensive training in 2008 his opening wood was within 200mm of the jack, this prompted requests to join the first team.

The 18th April Cllr Baker was invited to take Cllr and Mrs Martyn Williams to County Hall at the request of the PCC Chairman, Cllr Wynne Evans, Cllr Williams was presented a certificate recognising all of the hard work his NYDS Committee invest in the New Year’s Day extravaganza.

The Clean for the Queen Village litter pick on 23rd April saw over 30 people helping to collect 31 bags of litter from various locations around the Village, a huge thanks was extended to all the Volunteers, Regency Hall, PCC Area Maintenance and the Harbour Team.

Cllr Baker was invited that evening by the Saundersfoot Chamber for Tourism to light the Village Beacon at St Brides Spa Hotel

In a change from tradition on 29th April the PCC Chairman invited other Welsh Chairmen of Councils on a tour of Pembrokeshire's highlights, the group completed their whistle-stop visit in Saundersfoot with Cllr Baker presenting them with Saundersfoot sticks of rock over tea, coffee and scones at St Brides Spa Hotel.

On Friday 6th May Cllr and Mrs Baker were honoured to represent Saundersfoot Village at the Tenby Mayor making service and Civic dinner, Cllr Laurence Blackhall was invested as the 627th Mayor in a service attended by the PCC Chairman and a large number of County Mayors, the meal was followed by speeches and loyal toasts.

Cllr Bakers final duty was to present the Royal British Legion long service medals and certificates to a number of poppy sellers in the Village, Cllr Baker thanked Mr Jeff Pearson for all his hard work over the previous years following his decision to stand down as the local organiser.

**2.To elect a Chairman for 2016/7.**

Councillor Sue Boughton -Thomas was proposed to serve as Chair of Saundersfoot Community Council for 2016/ 17, there being no other nominations Cllr Boughton -Thomas was duly elected as chair.

1. **Handover of Chain of Office.**

Cllr Baker handed over the Chains of Office and Cllr and Mrs Baker presented Cllr Boughton- Thomas with a bouquet. Cllr Boughton -Thomas then took the chair and thanked her colleagues for their vote of confidence in her and that she would be looking to them for advice and support in the ear ahead.

1. **To elect a Vice -Chairman 2016/7**

The Chair asked for nominations for Vice-Cahir of the Community Council and there only being one nomination, Cllr Anthony Mattick was duly elected to serve as Vice Chair for Saundersfoot Community Council for 2016 /17.

1. **Appointment of Committee Members to serve for 2016/7**

It was resolved that Councillors would serve on the following Committees.

Grounds Committee

Cllrs Boughton -Thomas; Mattick; Cleevely; Hayes, John; Pearson; Williams and McDermott.

Regency Hall Committee. Cllr Mattick

Manager of Playing Fields - Cllr Mattick

Deputy Manager of Playing Fields – Cllr McDermott

Saundersfoot in Bloom - Cllr Pearson

Saundersfoot School Governor – Cllr Cavell

One Voice Wales - Cllrs Baker & John

Saundersfoot Harbour Advisory Committee – Cllr John

Chamber for Tourism - Cllr Baker

Police advisory Committee - Cllr Cleevely

1. **Apologies for absence**

Councillor John.

1. **Declarations of Interests** - To disclose any personal interests in items of business listed below**. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial**

Cllr Phil Baker - Saundersfoot Harbour Commissioner anything related to Coal Office and BBQ Lawn.

Cllr. David McDermott Saundersfoot Harbour Commissioner anything related to Coal Office and BBQ Lawn.

1. **To receive the Minutes of the meeting on Thursday 7th April 2016**

The minutes were received and accepted as an accurate record.

1. **Matters arising from the minutes. – information only**

**Bonvilles Coach Park**

Cllrs Cavell, Cleevely and Hayes reported on the meeting they had with Gary Meopham of PCNPA.

It was **resolved** that the way forward would be to write to Mr Shimmin and invite him to meet with a small group of Councillors to discuss ongoing concerns.

**Tesco Grant**

Cllr Boughton -Thomas told the meeting that the paper work had now been completed and 75% of the award would be received by the middle of June and the balance on completion

**Code of Conduct Training**

Cllr Boughton-Thomas reminded members that training would be held in Summerhill on Wednesday 11th May.

**Mini Roundabout /Works at Cambrian Terrace**

Cllr Baker informed the meeting that he had spoken to Ben Blake of PCC and work would begin on the alterations to the highway and roundabout before the next bank holiday.

**Saundersfoot Bay Heritage Trust Brochures**

Cllr Boughton-Thomas reported that sales of the historic walking trail were doing very well.

**Drainage at the Sports and Social Club**

Cllr Poole informed the meeting that he had met with David Rees and that he had received a quote to complete the works and that Cllr Baker will draft a bill of quantities.

**Regency Hall Toilet’s**

Following the concerns raised by the Regency Hall about the early closure of the toilets in the car park by DANFO the clerk reported that she had spoken to Mr Jon Mills of DANFO who had reassured her that the toilets should not close that early. He had offered to come to a meeting with council discuss and matter of concern. It was agreed to invite him to come to speak to Council at the next meeting.

**10 To receive the Minutes of the Meeting on 11th April 2016**

The minutes were received and accepted as an accurate record

**11 Matters arising from the minutes – information only**

The Clerk reported she had written to PCNPA following the meeting with Alan Hare and that he had contacted her to say that matters were on going.

It was resolved to ask the Clerk to write to Mr Hare outlining the requirements of the Community Council to be included in any agreement.

1. **Accounts for payment**

HMRC £ 232.62

PCC for Sensory Garden legal fees £900.00

Frosts Hardware £150.77

Eon £20.80

Cllr McDermott travel expenses (MUGA) £45.00

1. **. Planning applications received**.

**NP/16/0221/FUL**: Single Storey extension dwelling to provide bathroom, bedroom& living room- Incline Villa Westfield Road Saundersfoot SA69 9NB

The following councillors declared personal interest in the application:

Cllrs Boughton -Thomas; Allsop; Pearson; Hayes; Cavell; Cleevely & Baker – they took no part in the decision.

It was **resolved**to offer no objection the application.

**NP/16/0258/TPO** 1 x Oak tree – Crown Reduction Garth, Frances Road Saundersfoot SA69 9AH

Council felt unable to comment on the application without first seeking the following information

1.    Does the owner of the land consent?

2.    Is this the right time of year to be topping a tree?

3.    What will be the effect of the stability of the cliff which is already compromised in parts?

It was resolved to send theses question to the planning officer Mike Higgins for a response.

**NP/16/0235/TPO** 1 X Ash Tree – prune over hanging branches back in line with boundary.14 Bonvilles Close Saundersfoot SA69 9LY

Council will offer no objection to this application

**NP/16/0221/FUL**– Installation of 1 x 18-inch vent/flue on the south elevation of property. The Old Post Office Brewery Terrace Saundersfoot SA69 9HG

Councillors Poole, Williams & Hayes declared a persona l interest in this application and took no part in the decision.

Council will offer no objection to this application. Council noted that it was good to see new business coming into the village.

**14 Licensing Applications**

**Strand Rock Cafe** Pharmacy Court, The Strand Saundersfoot

Application to sell alcohol on and off the premises.

Council will offer no objection on this occasion but query that premise need for a change of use from florists to bar. Also concerns regarding where the rubbish from the bar will be stored in that area.

**Sport and Social Club King George V Bar**

**Application to amended conditions to allow alcohol to be sold off the premises.**

Council will offer no objection to this application

1. **To consider correspondence received**

Letter received from Mrs Ann Blakemore attaching a copy of her letter to the Saundersfoot Harbour Commissioners.

Letter from Ms P Brace re a memorial bench on the Coastal path to Wisemans Bridge. It was agreed to send a letter of support – this being a PCNPA matter.

Letter advising a planning application for

1. **To consider applications for Donations**

**The following applications were received and having been satisfied of the provision of section 137 LGA 1972 made the following donations.**

Saundersfoot In Bloom £500.00 & SCC handyman to water.

Caring Association £300.00

Regency Hall Community Centre for fees for organisations using the hall

£1000.00

Saundersfoot Footlights £600.00

1. **Agenda Items**
2. **Remedial Works to the Cemetery** - to receive a quotation for proposed work - Cllr Poole

Following a discussion about what works were needed it was resolved that Cllrs Baker and Poole would obtain 2 additional quotes for work to be done in the cemetery. It was also resolved to display a notice at the cemetery and in the newspaper giving notice that any unauthorised memorial items should be removed from the cemetery.

1. **To agree work to be carried out at the Cenotaph** – Cllrs Hayes /Poole

It was agreed that it was important that work should be done at the cenotaph to prevent people parking on it and causing deep ruts to the area. Another row of curbing would appear to be the solutions with some decorative stone or cobbling to make it more attractive.

It was resolved to obtain quotes for the work to be carried out and that Cllr Baker would speak to Pembrokeshire County Council Highways dept. about the proposal.

**20 Erosion of pebbles on the beach – to discuss what action can be** taken - Cllr Williams.

Cllr Williams told the meeting that he had been approached by a local resident requesting assistance with the erosion of pebbles on the beach. Following a discussion, it was agreed that as the beach was privately owned and that Natural Resources Wales were responsible for the beach environment it was not in the remit of Saundersfoot Community Council to resolve this issue. Cllr Baker however undertook to speak to Ched Evans.

**21 To discuss issues relating to the Sensory Garden - Cllr Mattick. Cllr Williams.**

After a lengthy discussion to was resolved that as the Sensory Garden was a showpiece for the village professional help was needed and that a garden designer should be commissioner to devise and develop a plan for the garden’s long term future.

It was further agreed that work was needed to be carried out in the short term and that a garden contractor should be instructed to carry out interim work required.

A day of action was planned for the 21st May 2016 to tidy up the garden.

**22 St Issells Cemetery - Cllr Hayes**

Cllr Mattick explained that he had still not received a definitive answer to the question about ownership of the churchyard.

The Clerk had not received any information from the Councils solicitors relating to the deeds of the churchyard.

**23 The dilapidated boat situated in the ground of the Captains Table - to consider what can be done about it - Cllr McDermott.**

Cllr McDermott reported that since he has requested this matter to be listed as an agenda item that matters relating to the boat had moved on. PCNPA were investigating the matter and a Section 215 notice would, in all likelihood be served requiring the boat to be removed. Section 215 (s215) of the Town & Country Planning Act 1990 (the Act) provides a local planning authority (LPA) with the power, in certain circumstances, to take steps requiring land to be cleaned up when its condition adversely affects the amenity of the area.

**24 To receive an update on the MUGA Cllr McDermott**

Cllr McDermott reported that he had received official confirmation from PCNPA confirming discharge of conditions on the planning application for the MUGA. He told the meeting that he had been to Maenclochog to see their MUGA, he was shown round by the head teacher Mrs Clarke, the installation was superb.

**25 To discuss Saundersfoot Library opening hours Community Council will undertake to support financially. – Cllr Boughton -Thomas**

There was a short discussion regarding the proposed opening hour which the Community Council had precepted to pay for. Cllr Boughton-Thomas was of the opinion that it was important to stress to PCC that this was a contribution to allow the library to stay open for additional hours in the winter and not an undertaking to fund staff.

It was resolved to contribute towards the cost of reinstating the winter hours and it was further resolved to ask the Clerk to arrange another meeting with Mike Cavanagh to discuss the Community managed library scheme.

**26 Report’s from Committees including the County Councillors**

**County Councillors report**

County matters

The Full Council will be held on Thursday 12th May followed by the AGM on 13th May.

Education remains at the fore-front of discussion and debate with a new site identified for a Welsh medium 3-16 school in Haverfordwest and the reorganisation of the 11-16 provision in Haverfordwest.

Ward matters

Cllr Baker reported that he had met with Officers in relation to the traffic management scheme at the Cambrian Terrace mini roundabout and it is hoped that the project will be carried out before the Whitsun weekend.

The maintenance list continues to be updated and items worked through by PCC

The straw on the beach is still causing concern, Cllr Baker is in discussion with PCC Area Maintenance and the NRW.

**27 Saundersfoot County Primary - Cllr Cavell**

Ground force Day. Two successful days were held to continue the development of the external and internal areas of the building. It is planned to develop this idea in the future and to make it a regular event.

Traffic and parking/

Following the meeting held in February this work is ongoing and the school council and school will shortly be issuing guidance.

During march school council visited County Hall Chambers. The school council need to be congratulated for their behaviour and conduct during the visit. Both Mr Allen and Mrs Cook were impressed by their purposeful questions and the manner in which they conducted themselves.

Olympic week is planned at school to further raise awareness of different cultures.

Mr Allen represented the school at the New Year’s Day Swim presentation evening held at St Brides Hotel.

Last week years 2 -6 completed their national tests. Mr Simon Hart MP is visiting the school on 20th may. Year 6 girls Tag Rugby team won the Urdd 2016 Welsh Championship ay Aberystwyth last week. Congratulations to all of them.

**Saundersfoot Neighbourhood Policing Forum - Cllr Cleevely**

Cllr Cleevely reported that on Monday 9th May 2016 3 representatives of the Police and 15 members of the public attended the meeting.

The reopening of the Sands Club was discussed. It was reported that a man had been tied to a gate in Carew but it transpired that this was part of a military training exercise. There has been an increase in speeding on the Fan Road Saundersfoot. Cllr Baker will be enquiring about the possibility of traffic calming measures in the area with PCC.

Crime Figures in Saundersfoot.

2 assaults which is down 9% from last year.

1 unauthorised taking of a Motor Vehicle.

2 criminal damage offences .2 Offences of possession of cannabis.

Shops in Saundersfoot and Tenby belong to shop watch and ring each other if they have an individual shoplifting to warn them.11 -15 April vehicles carrying scrape metal were carefully checked. A number did not have the correct documents. The are a number of random callers reported - householders should always ask for proof of identity. A burglary was reported in Whitlow.

**HARBOUR COMMISSIONERS REPORT - Mr P PARKER**

**OPERATIONAL REPORT**Levelling and sand removal has taken place. This work is now completed.

The Harbour Team removed the top level of gabion baskets in the harbour adjacent to the commercial wall as they we found to be breaking up, as well as reflecting the angle of the sluice channel back into the harbour.

Row four of the harbour centre chains have been replaced or checked up to mooring C.47 The main trot chains have been inspected. Work will continue after the summer season on moorings C.48 onwards.

Customers have now been selected for the coming 2016 season, these customers are in the process of preparing their vessels to be delivered to the harbour.  
  
Relocating the positions of the yellow speed restriction buoys further out into the harbours management area will reduce the speeds of vessels entering and leaving the harbour therefore improve safety.

New Fishing/Tripping Boat to operate at the Harbour. This new boat is CA approved to carry 10 persons and also capable of carrying two wheelchairs on board. The owner Mr Denman will be starting his new business in May.

A commercial fishing boat operate was reminded that only one boat could be licensed to work fulltime from the harbour during the busy summer period however further capacity may be available in the winter period.  
  
PROJECT DEVELOPMENT: - Wales International Coastal Centre (Phase 2): -

Plans submitted for the Marine Centre of Excellent to PCNPA.

Saundersfoot Community Council unanimously approved the MCOE plans on Monday 11th April, 2016.

ACTIVITIES / EVENTS

Activity Wales gave a presentation to inform the Commissioners about the operational procedures for the Saundersfoot Triathlon to be held on Saturday 17th September 2016.

The CEO attended the Arran Cold Water Tourism Conference on Monday 14th - Wednesday16th March 2016. There was representation from UK, Ireland, Denmark, Norway and Sweden.

The Harbour Festival will be on Sunday 3rd July, 2016. We will be looking for sponsors in the future.

The Lotus Drivers Club will be visiting the harbour on the weekend of 15th April.

TOURISM & NON MARINE COMMERCIAL REPORT

The CEO put forward a proposal to engage the services of a car park enforcement company to process any unpaid prenatally tickets, with the penalty being increased to £100 to cover the new administration charges.   
ADVISORY GROUP COMMENTS  
a meeting was held on Tuesday 22nd March 2016 and the following points were raised: - Boat park fencing and benefits of use / Future of the boat storage contract after Kelpies contract finishes in May 2017/ Outer harbour markings relocation.

ENVIRONMENTAL & RISK MANAGEMENT

Review of harbour decking for traction and rainwater drainage to be in place for the coming winter

Increase guard railing on the internal visitor pontoon to assist with the increased public usage.

Review of the Saundersfoot Sailing clubs external supporting wall, with practical support offered by the Harbour when the club undertakes repairs.   
ANY OTHER BUSINESS

SCC to form a working group to review signage and walkways around the village, the CEO has been invited to attend.

The CEO attended the Chamber of Tourism meeting on Monday 11th April 2016 to present an update on the development.