SAUNDERSFOOT COMMUNITY COUNCIL

Minutes of the Meeting Held In the Regency Hall, Saundersfoot

On the 2nd March 2017 at 6.30pm

**Present:** Cllrs: S Boughton-Thomas (Chair), A Mattick (Vice Chair),

 R Hayes MBE, D McDermott, T Pearson, W Cleevely, D Poole,

 M Williams BEM, M Cavell, S John P Baker and M Allsop

**In attendance:** Melanie Priestley - Clerk

1. **Apologies:** Cllr Mary Cavell left the meeting following the talk by Mr Muskett
2. **Visit from Mr Andrew Muskett**–Pembrokeshire Coast National Parks Planning Authority

Mr Muskett spoke to the Council regarding the forthcoming works upon the Brewery Car Park and the installation of the new public toilets (scheduled to arrive mid May). These works are to be split into two parts:

Part 1 – The installation of the new public toilet block, soft landscaping in the area around it and works to the paths and drop kerbstones. These works should be finalised by Whitsun. Also the installation of new Pay and Go machines will be carried out during March.

Part 2 – The resurfacing of the whole car park.

Remarking of car parking spaces. This will take into consideration the Welsh Standards 2008 for sizes of spaces. The number of disabled car parking spaces will increase by 1 and the coach spaces decrease by 2 to allow safer manoeuvring of coaches.

Drainage works. During a site survey damage to surface water and underground drains were noted. This damage will be made good and improved where possible.

Mr Muskett was questioned regarding the cost of car parking, he confirmed that the 30 minute free car parking would not be revoked but would have to check and revert back to the Council with the correct prices for the 2017 season. He also confirmed that the zero tolerance towards persons who are not displaying the correct parking ticket at the time of the check will continue.

Cllr Boughton-Thomas thanked Mr Muskett for his time and the information he provided to the Council.

1. **Chairman’s Report:**

Cllr Boughton-Thomas advised the Council that it had been a very quiet month for her and there was nothing to report.

1. **Declaration of Interest:**

Cllrs McDermott and Baker declared an interest in any discussions taking place on any issues concerning Saundersfoot Harbour.

1. **Minutes of the Meeting on the 2nd February 2017 Received.**

 It was proposed by Cllr Cleevely and seconded by Cllr Hayes MBE with all members in agreement that these minutes be signed as a true record.

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1. **Matters Arising from the Minutes:**
2. **Cliff Fall on the Strand (6b)**

Melanie informed the Council that she had been in communication with Pembrokeshire County Council’s legal department who advised that they were unable to help at present. Following which contact was then made to the engineers at PCC who were very helpful but did state the as a cliff we should expect some movement. It was reiterated that this part of the Strand has become an eyesore and the footpath is impassable due to the mud, rocks and Heras fencing on it (not to mention the old, broken, rusty wheelbarrow). It was left that the PCC are going to look into a Tidy-Up operation and will liaise with Cllr Baker every 7 weeks to ascertain if there has been further movement. Cllr Baker has taken the file to enable him to make further enquires into the legal obligations of the owners of this part of the cliff. Melanie will also liaise with the PCC on the Tidy Up operation regularly. The Council thanked Melanie for the efforts she had put into this matter.

1. **Pembrokeshire County Council – Bike/Walk (6c)**

This matter is still on going.

1. **Painting of Playground Equipment (6f)**

Cllr Baker confirmed that he has sourced the paint with Cllr McDermott confirming that the Harbour Commissioners are willing and ready to help in any way they can.

Cllr Baker proposed that the date should be changed to the 6th of May 2017 due to the fact that on Easter Saturday children are going to want to play without getting wet paint on their clothes. Also the weather should be finer, Cllr Poole seconded the proposal and all Councillors were in agreement

1. C**hristmas Lights (6h)**

Cllr McDermott advised the Council that before anything was ordered it would be good practice to know exactly what was working and what replacements are required. Mr N Ayers is meeting Cllr McDermott to assist in the mammoth task. Cllr Williams suggested that a special ‘tree like’ structure be fashioned, that way it could be left in situ all year with the lights being switched on just for Christmas. Cllr Williams agreed to make more enquiries into a custom made tree.

1. **Notice Board in Regency Hall Car Park (6i)**

Cllr Boughton-Thomas confirmed that she was unable to locate the plywood.

1. **Meeting Minutes on Website (6j)**

It was confirmed that Melanie’s details are now correct on the Community Council’s website but unfortunately no contact has been made from PCC to allow Melanie to upload to the site. It was also noted that all the Minutes on the site are up-to-date and in the correct order.

1. **NP/17/0031/S73 - Marine Centre of Excellence - Vary or removal of condition (10:8)**

Cllrs Baker and McDermott left the room.

Following the request for further information, the above application was discussed at great lengths. A vote was called with the majority ruling in favour of lodging concerns with the Planning Authority (6:3). Melanie will write to the PCNP PA.

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1. **Floor of Tunnels Unfit for Disabled Access (13d)**

Melanie reported to the Council that she had spoken with PCC’s engineer Rob Evans who advised that due to the lack of funds there was little they could do. Following a discussion regarding the flooring and the lighting between Mel Stevens, Rob Evans and Melanie, it was suggested by Mel Stevens that perhaps they could do a joint effort (as long as funds were available). But before any works can be considered an up-to-date bat survey must be submitted to the Council. Cllr Baker advised the Council that he would make enquires into the bat survey.

1. **Joint Village Working Party (13i)**

Cllr Boughton-Thomas advised the Council that a meeting of the above will take place on the 13th March. The purpose of this meeting is to bring the major committees of Saundersfoot together to enable projects around the village to flow into fruition.

1. **Cllr Bakers Report (14)**

Cllr John requested confirmation that was Pennant Avenue a play area? Cllr Baker confirmed that this was his terminology and that the County Playgrounds Team maintain it.

1. **The New Brewery/Old School, Saundersfoot (15b)**

Correspondence between Melanie and Mrs Karen Bolton at PCNP PA returned no positive outcome so Melanie contacted Mr A Owen at Messrs Owen and Owen, as they are believed to the duly appointed agent for the property’s owners. Mr Antony Owen was very helpful advising Melanie that they were fully aware of the problems and were working with the landlord and tenants to get this matter resolved.

1. **Accounts Payable**

Cllr John moved the payment of accounts with Cllr Baker seconding the motion and all other Councillors in agreement.

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| 1 | NP/16/0622/FUL | Penny Farm, The Ridgeway - Second Storey Extension over Existing GarageConcerns were noted over the fact that it is a single skin building and would it be appropriate to be used as a dwelling. |
| 2 | NP/17/0040/S73 | Plot 13 Bevelin Hall -Variation of Condition 2 (Approved Plans) NP/14/0529No objections or concerns |

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| 3 | NP/17/0070/FUL | Car Park, Brewery Meadow- Installation of 2 Interpretation PanelsNo objections or concerns |
| 4 | NP/17/0095/TPO | Bryn Y Mor, The Glen- Works to trees in WoodlandNo objections or concerns |
| 5 | NP/17/0043/S73 | Plot adjacent to 20 - Variation of Condition 2 (Approved plans and Documents) Sandyhilll ParkNo objections or concerns |

1. **Planning Applications Received**

Cllr Allsop declared an interest in application 2 therefore taking no action in the discussion or decision made on that application.

Each application was discussed and deliberated at great length. Melanie will inform Pembrokeshire Coast National Parks Planning Authority of the above conclusions.

Cllr John informed the Council that the application to remove the tree at Beech Court would be reported to the Development Management Committee at their next meeting. The Council were well pleased with this decision.

1. **Licensing Applications Received:**

No Applications received in March

1. **Consideration of Correspondence Received:**
2. **HSBC Bank – Internet Banking Set Up Details**

The Council were in full agreement that Melanie should move this forward when the confirmation of the change of signatories is finally received from the Bank.

1. **PCC Invite to a Workshop on the Towns/Villages WiFi**

Cllr John requested that a spaced be booked for him at this workshop. Melanie will confirm to Cllr John when a place is booked.

1. **Email Received from Rebecca Bockhart**

Rebecca requested that a bench be placed somewhere in Saundersfoot Village to celebrate her mother’s life. Vanessa Mcaloon lived locally but unfortunately died recently in a road traffic accident.

The Council were in full agreement that if so wished a plaque could be placed upon a bench in the sensory garden.

1. **Saundersfoot Bowling Club**

An invitation for Cllr Boughton-Thomas to re-open the Bowling Green for the 2017-2018 season.

Cllr Boughton-Thomas requested Melanie to respond to the invite in the affirmative.

1. **Saundersfoot Chamber for Tourism – Mr Phil Odley**

A letter of thanks to the Community Council for their contribution to the cost of additional Christmas icicle lights to be used in the village.

Within the letter a meeting was requested between the Community Council and the Chamber of Tourism to timetable the use of the equipment and personnel over the Christmas period to prevent duplicating the costs of such. Melanie was requested to schedule a meeting with The Chamber for Tourism nearer Christmas.

1. **Agenda Items:**
2. **MUGA**

It was agreed by the Council that a further meeting be held next Thursday (9th March 2017) to finalise some of the outstanding items regarding the MUGA.

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Cllr Poole requested that the two trees with their roots encroaching into the MUGA area be removed. Melanie to contact PCNP PA and confirm that there are no restrictions ton the removal of the trees and then to source quotes for such.

Cllr McDermott requested that a letter of thanks be sent to the Harbour Commissioners for the loan of their road sweeper.

Cllr John offered his old pressure washer to the Council for their use. This was accepted with thanks.

1. **Undertakers letter and Conditions of Burial**

This heading will be carried forward for discussion and final agreement at the meeting on the 9th March 2017.

Cllr Mattick suggested to Council that a covered notice board be placed just inside the new cemetery. Melanie will assemble some information and quotations for the Council to consider at the April meeting.

1. **Could SOLAR Lights be fitted when existing lights fail to work?**

 Cllr John requested confirmation from the Council that when a street light fails to work (especially so in the Sardis area) can Saundersfoot Community Council replace it with a SOLAR light costing circa £250 if placed on the existing pole? Cllr Baker confirmed that if the pole is listed to remove such Saundersfoot Community Council would then have to go through the Planning Department to erect a new pole. Cllr Baker went on to confirm that this was Policy Passed by The Pembrokeshire Cabinet and unfortunately there is no way around it. The Council requested that a letter is written to Mel Stevens at Pembrokeshire County Council requesting:-

* Could Saundersfoot Community Council be given prior warning when pole is being considered for removal so that the decision could be interjected by Saundersfoot Community Council requesting the ‘adoption’ of the pole and a SOLAR light be fitted and maintained by either Saundersfoot Community Council or Pembrokeshire County Council.
* What other options are available to Saundersfoot Community Council to ensure adequate lighting is maintained within rural areas?
1. **The purchase of Christmas lights**

This heading was covered in 6d. See above

1. **Risk Assessment and Asset Register**

Cllr John presented to the Council the completed Risk Assessment. It was agreed that Council members should inspect the Assessment for final agreement at the meeting to be held on the 9th March 2017.

All Council Members wished to show their appreciation and thanks to Cllr John for his sterling works comprising this document.

1. **Tenders for Grounds Work**

Due to the amount of Tenders received it proposed by Cllr Baker, seconded by Cllr Mattick with all Council members in agreement that all Tenders received will be given due consideration at the meeting to be held on March 9th 2017. The Tenders were opened and

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the names only were noted firstly to ensure that the Tenders received were the ones considered and to enable Melanie to inform them of the Councils decision to defer the evaluation of their Tender by one week.

1. **Persons to be Invited to MUGA opening**

This has been diarised for the April meeting.

1. **Appointment of Internal Auditor for 2016/2017**

Following discussions a vote for re-instating Mr Alan Marsh for Saundersfoot Community Council’s 2016/2017 internal audit only was proposed by Cllr Baker and Cllr Allsop seconding the proposal with all Council in agreement. The vote was carried with ten voting in favour with Cllr Williams BEM requesting that his abstain from the vote be minuted.

1. **Grass Cutting Around the Village**

Cllr Hayes MBE brought to Councils notice that there is an area of grass in the village that is being cut by Mr Philip Brace. Cllr Hayes MBE proposed a letter of thanks be sent to Mr Brace for his continued voluntary grass cutting. Cllr John seconded this proposal with all members in agreement. Melanie to write a letter of thanks to Mr Philip Brace.

1. **Wales in Bloom**

Cllr Hayes MBE requested that Saundersfoot Community Council pay for the entry to enable Saundersfoot Village to enter the Wales in Bloom Competition. Saundersfoot in Bloom usually enters the Village but due to them utilising their funds elsewhere are unable to commit to the outlay of £75 for the entry. Cllr Cleevely proposed that Saundersfoot Community Council enter Wales in Bloom on behalf of Saundersfoot in Bloom, Cllr Poole seconded the proposal and all members in agreement.

Cllr Poole commented on how nice the flowers around the village are looking, Cllr Hayes MBE informed the Council the Mr Roger Brace voluntary waters some of the boxes. It was agreed to send a letter of thanks to Mr Roger Brace for his continued voluntary plant watering.

1. **Defibrillator Training**

11 persons attended the training with everyone receiving their certificates.

Concern was shown over the fact that the Tesco staff on shift were unaware that they held the defibrillator and indeed where its precise location was. Once it had been located it was then noted to be out of date. It has been removed, with Cllr Baker advising the Council that a new one is required. Cllr Allsop proposed with Cllr McDermott seconding the proposal that Saundersfoot Community Council make enquiries into funding a new one. All the Council were in agreement. Cllr Baker will make further enquiries with Cllr Boughton-Thomas making enquiries into any grant help that might be available.

It was suggested that when the new defibrillator is in place regular checks, say 3 monthly, should be taken to confirm the whereabouts and the working order of the machine along with the Tesco staff being kept informed of its location.

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1. **Reports from Committees Including County Councillor’s Report**

**Cllr Baker’s Report (County Councillor)**

* Pembrokeshire County Council have made a 5% increase on Council Tax
* County Precepts were discussed
* A meeting with Ben Blake Transport Department Pembrokeshire County Council will be held to discuss the illegal parking on the Strand.
* The planning for the TENFOOT (Tenby to Saundersfoot) swim are in full swing with circa 350 swimmers expected.

**Cllr John’s Report**

Firstly Cllr John attended the Local Development Plan Replacement Workshop for Town and Community Councils on the 13th February. Five councils were invited with only Tenby and Saundersfoot being represented. The workshop was an informative look at how Pembrokeshire Coast National Parks Planning Authority has to balance development with the aims of preserving the natural beauty of the area.

A new 10 year plan (2021 – 2031) of the Local Panning Development strategy requires drafting to take into consideration new Welsh Government directives which have come out since the last plan was approved. Tenby Council suggested that Tenby and Saundersfoot Councils work together on discussing the draft.

Secondly Cllr John attended the Saundersfoot Bay Heritage and Regeneration Trust meeting on the 21st February 2017. The donations received for the booklet produced by the Trust have been a big boost, with outlets being advised to stock up ready for the ensuing season.

**Cllr Cleevely’s Report on behalf of Saundersfoot Neighbourhood Police Forum**

 PCSO Jim Moffatt led the meeting with 20 members of the public present.

There were 13 minor crimes reported in the area since last months meeting with 6 persons being booked for dog fouling on Saundersfoot Beach. PCSO Jim Moffatt reported that there had been no response from the Fisheries Organisation concerning the collecting of cockles on Saundersfoot Beach.

The police precept is up by 6.9% - 27p per week.

The Chief Constable may attend the April meeting.

**Cllr Pearson’s Report on behalf of Saundersfoot in Bloom**

 The Annual General Meeting of the Saundersfoot in Bloom took place on the 20th February 2017. The Minutes of the last meeting were read out and it was commented on what a busy year it had been. Discussions took place over the increasing cost of plants and how this increase would be met. Decision was made not to enter the Wales in Bloom 2017 as it was felt that the messy condition of the area opposite the old coal office and the cost to put right this area would lead to further strains of fundraising.

 This years flower festival will be held from Monday the 14th August (setting up) until the following weekend. Coffee mornings will be held on the 2nd August and the 21st October for fundraising.

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1. **Any Other Business**
2. **Sensory Garden Tree Trimming**

Cllr Mattick reported that there are several trees in the Sensory Garden that require trimming. It was agreed that 5ft to 6ft should be removed and the trees reshaped. Quotes will be requested for the works from two parties.

1. **The Flag – Where is It**

It was noted that Saundersfoot Community Council’s flag was missing from the flagpole. Melanie advised the Council that Mr A Lewis had informed her on the Monday that the flag was damaged and had taken it down. Unfortunately the guide ropes for the flag have become lost from the runners and will have to be rethreaded. Cllr John has a spare flag that can be used following slight repairs and it was agreed to diarise the purchase of a new flag later in the year (August meeting).

1. **Car Parking**

Cllr Mattick informed the Council that some of Tenby’s pay and display car parks are managed privately and perhaps this is something the Council could consider regarding their spaces along side the Regency Hall. Cllr Mattick agreed to construct a report ready for April’s meeting

1. **Bus Service Refusing to Stop**

Cllr Allsop brought to the Councils attention that the local bus service will not stop between Rushy Lake and the Arcade. Cllr Baker agreed to make further enquiries.

1. **Bus Service Entering a No Entry by St Issells Church**

Cllr Poole brought to Councils attention that several persons reported that the local bus service was entering a no way by St Issells Church. Cllr Baker agreed to make further enquiries.

1. Cllr John informed the Council of a complaint he had received from a distressed member of the Parish following the essential grounds work within the new cemetery. It was agreed that Cllr John would write a sympathetic letter stressing the Councils sincere apologies for any distress caused during these essential works.
2. **Date of Next Meeting**

**Thursday 6th April 2017 at 6.30pm The Regency Hall, Saundersfoot.**

**The meeting closed at 22.30**