

SAUNDERSFOOT COMMUNITY COUNCIL

Minutes of the Meeting Held In the Regency Hall, Saundersfoot
On the 6th April 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: None

2) Visit from Mr Giles BIRT:

The Prospect of Saundersfoot Community Council Utilising Their Car Park Adjacent to the Regency Hall, as a Pay and Display Parking Area.

Mr Birt's presentation to the Council included information on the way in which his company is involved with the management of two car parks under a pay and display system in Tenby. He advised the Council that there are two main options namely:- Manned or Machine.

A rough calculation was performed as to the expected income from the 17 car parking spaces charging in line with the Pembrokeshire Coast National Park pay structure, this gave a figure circa £9,000 per annum, following the deduction of maintenance and running costs the balance can then be used by Saundersfoot Community Council in future village projects.

3) Chairman's Report:

The village Cawl competition was held this month with many entries from around the village with The Boathouse being named the overall winner. All credit to the Chamber for Tourism for organising another fantastic village event.

4) Declaration of Interest:

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

5) Minutes of the Meeting on the 2nd March 2017 Received.

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

6) Matters Arising from the Minutes:

a) Car Park Signage

Cllr Poole raised concerns regarding signage that Pembrokeshire National Park Authority are proposing to display around their car parks within Pembrokeshire. Melanie to write letters to Mr Gary Meopham and Mr Andrew Musket requesting confirmation of the proposed signage and any further information available. This item has been diarised for May meeting.

b) Floor of Tunnels Unfit for Disabled Access

Melanie advised the Council that confirmation has been received from Mr Robert Evans, Pembrokeshire County Council's Engineer that following a recent survey the tunnel floor was compliant with their standards and no works at this time will be sanctioned.

Regarding the lighting, Mr Mel Stevens reiterated that no works can be considered until confirmation is received that there are no bats within the tunnel, then if funds are available negotiations can be opened into what could be done to improve the lighting within the centre part of the tunnel.

c) The Tree at Beech Court

Cllr Williams BEM raised the concerns of locals that have just become aware of the Planning Application to remove the tree at Beech Court. The Council was advised that following our objection to the planning application, the decision had now indeed been deferred.

d) Memorial Benches

Cllr John advised the Council that he has been approached by persons wishing to add memorial benches to village locations. Cllr Baker advised that in the first instance the persons in questions should make enquiries with the Pembrokeshire Coast National Parks Planning Authority. Cllr John suggested that a 'Bench' policy be put in place as the Council are now receiving a higher number of requests for such benches. This has been diarised for May meeting.

e) SOLAR Lighting

The cost to replace a none working light with a SOLAR light was confirmed by Cllr McDermott to be in the region of £2,500.

f) Risk Assessment and Asset Register

Cllr Boughton-Thomas confirmed that this is a true representation of Saundersfoot Community Council's Risk Assessment and Asset Register.

g) Defibrillator Training

Cllr Baker confirmed that the defibrillator has been serviced, all maintenance works completed and returned to Tesco's where the staff were made fully aware what it is and where it is kept.

h) Bus Service Refusing to Stop and Bus Service Entering a No Entry

Cllr Baker confirmed that Pembrokeshire County Council state that all bus services are 'hail and ride' ones. Ie if you signal for the bus to stop it should do, if it is a safe place to do so.

Cllr Baker also confirmed that all bus drivers have been advised by Pembrokeshire County Council of the No Entry road by St Issells Church.

7) To Receive the Minutes of the Meeting Held on the 9th March 2017

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

8) Matters Arising from the Minutes – Information Only

a) Tenders for Grounds Maintenance Works

Melanie to have a meeting with the new grounds maintenance contractor and go through a snagging list.

b) WiFi Update

Cllr John reminded the Council that care and mindfulness of Data Protection Laws and Policies needs to be adhered to when handling public data. This is not an issue at present for the Council as Saundersfoot Community Council does not have any access to public data, but it may well be something that, as a Council, will become necessary in the future.

9) Accounts Payable

Cllr Allsop moved the payment of these accounts with Cllr Hayes MBE seconding the motion and all Councillors in agreement.

Melanie also requested that all future payments to HMRC be made every three months. It was confirmed by Cllr John that the Risk Assessment and Financial Regulations be amended to allow payment to the HMRC be made every three months.

10) Planning Applications Received

1	NP/17/0165/TPO	53 Whitlow	Works to tree - Reshaping
2	NP/17/0134/CLE	Llwyn Onn, 1 Ridgeway Meadow	Subdivision of ground floor to form 1 self-contained residential unit and 1 holiday accommodation in total
3	NP/17/0194/FUL	Shrublands, Stammers Road	One bedroomed linked granny annexe within curtilage
4	NP/17/0193/FUL	Braysmoor, Sandy Hill Road	Two storey extension to rear, garage with craft room over to rear and removal of lean to porch and toilet to rear.
5	NP/17/0174/FUL	Kantara, 7 Ridgeway Close	Demolition of existing single storey flat roof study and construction of 2 storey extension

Application 1 – Cllrs Mattick, Poole, McDermott, Williams BEM, Hayes MBE, Cavell and Pearson declared an interest therefore taking no action in the discussion or decision made on that application.

Application 2 – Cllrs Baker, Hayes MBE and John declared an interest 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 Councils decisions.

11) Licensing Applications Received:

No Applications received.

12) Consideration of Correspondence Received:

a) Letter Received from Saundersfoot Sports and Social Club

Requesting repayment for the water consumed by Saundersfoot Community Council. Following discussions it was agreed that Saundersfoot Bowling Club and Saundersfoot Sports and Social Club historically calculate these payments between themselves. Melanie will contact Dianne Rigden and advise her accordingly.

b) Second Letter Received from Saundersfoot Sports and Social Club

Requesting permission to erect lighting over the playground area adjacent to the Sports and Social Club building.

c) Letter Received from Mr Rowland Williams Hon. Secretary to Friends of Saundersfoot

Requesting that Saundersfoot Community Council fund the repair/replacement of two seats purchased several years ago by the Friends of Saundersfoot and positioned in Stammers Road.

d) Pembrokeshire Coast National Park Planning Authority

Notices received informing the Council that permission has been granted on the following Planning Applications:-

2 Monkstone View – Two storey rear extension
 Brynderwen – Reduction in oak tree canopy
 White House, The Glen – Reduction in tree canopy

11 Ocean Point – Single storey rear extension
25 North Close – Two storey rear extension

e) Email Received from The Regency Hall

Notice of price increase for room hire of £1 per hour from the 1st April 2017.

13) Agenda Items:

a) Working Party Update

The Village Working Party met at the Regency Hall on Monday the 13th March 2017. The purpose of the Working Party is to discuss possible projects around the village utilising its members' initiatives and experiences.

b) Regulation & Compliance for the New Council

Cllr John advised the Council that he has started looking at our Policies and Procedures and noted that some require updating and there are some matters that may now need a Policy/Procedure put in place. Cllr John proposed that a sub committee be formed to ascertain what is required, Cllr Boughton-Thomas seconded the proposal with all Council in agreement.

c) Election Probability Update and Other Matters Arising

Cllr Boughton-Thomas paid respects and thanks to the members of the Council who have made the decision not to stand again as Councillors, namely Cllrs Donny Poole, Mandy Allsop, Mary Cavell and Dave McDermott, all the Council were in agreement and passed on their own best wishes.

It has been confirmed by Pembrokeshire County Council that Saundersfoot Community Council will not be requiring an Election for the appointment of Community Councillors and the three new Councillors are: Paula Beedles, Dean Ludlow and Neil Sefton this leaves one seat vacant which will entail co-opting of a twelfth Councillor following the May meeting.

d) The Development Outside of Agreed Planning Within Our Area

Following attendance at Amroth's Parish Council meeting, Cllr John brought to Saundersfoot Community Council's attention the fact that Planning Applications had been submitted and some building works commenced upon the boundary of the two parishes without Saundersfoot Community Council having sight of any plans. Cllr Brindsen of Amroth Parish Council has contacted Pembrokeshire Coast National Park's Planning Authority and will advise Cllr John of the outcome of his correspondence. Melanie will contact Pembrokeshire County Council's Planning Department regarding this matter and revert back to the Council. This has been diarised for the May meeting.

e) Parking Within Whitlow at School Times

Cllr Williams confirmed that PCSO Jim Moffatt is working hard to keep persons from stopping on the double yellow lines and within the bus bays when dropping off and picking up children from Saundersfoot School, although it is still a very dangerous problem. Cllr John suggested that the double yellow lines be changed to red ones hence creating a 'red route' – no parking within the red area at all.

All Council felt strongly that this situation should be resolved ASAP before there is an accident. Cllr Baker will seek advice from Pembrokeshire County Council and revert back. This has been diarised for the May meeting.

f) Sensory Garden Update

Cllr Pearson commented to the Council that now Mr A Lewis has removed all the dead soil and debris from one of the raised borders in the garden it will require topping up with new soil or similar. Cllr Pearson requested Melanie to enquire when Oakfield will be starting their summer contract with us for the upkeep of the Sensory Garden. (4 hours a week for weeding and general maintenance)

g) Tree Cutting Quotations - Sensory Garden and MUGA

The two quotations received for tree works within the Sensory Garden and the smaller trees in the MUGA area were presented to the Council. As the quotations produced were very close in price Cllr Pearson proposed that the contractor who was able to undertake the work as soon as possible ie Oakfield be given the contract on the understanding that this work requires to be completed within a fortnight (20th April 2017), Cllr Poole seconded the proposal with all Council in agreement. Melanie will check before any works start regarding contractors cutting trees following the 31st March. Cllr Mattick will take a series of photographs before, during and following the tree works.

h) MUGA update and Who to Invite to the Opening?

Cllr Boughton-Thomas proposed that a separate meeting be held on the 11th April 2017 for the discussion of the MUGA Cllr Mattick seconded the proposal with all the Council in agreement.

Cllr McDermott stated that to finish the electrical works upon the MUGA the Council would be looking at a figure circa £300

Cllrs McDermott and Poole both stated that they would like to continue with their involvement of the MUGA. All Council were in full agreement thanking them of their continued efforts and hard work to date.

i) Confirmation of Time for Painting Playground

It was agreed that the time for the painting of playground equipment is 9.30am.

j) 2017 Christmas Lights - What is Going to be Purchased and When

Cllr McDermott and Mr N Ayers along with Mr A Lewis have completed a comprehensive check of all the light fittings used in previous years upon the Pembrokeshire County Council's lampposts in Saundersfoot. These light fittings had to be removed last year (2016) to allow the Pembrokeshire County Council to replace the lampposts.

This has been diarised for September.

k) Hanging Baskets

Cllr Hayes MBE advised the Council that 14 hanging baskets have been ordered. The local shops have donated £135 for the baskets. Melanie will confirm what Saundersfoot Community Council has ordered and what will be paid for. The £135 was taken by Cllr Hayes MBE until it can be confirmed who pays for the hanging baskets. Cllr Baker agreed to liaise with the Pembrokeshire County Council to ensure the flowers on the towers and the hanging baskets are watered throughout the summer months as they were in 2016.

l) Wales in Bloom

Cllr Hayes MBE produced an Email from Wales in Bloom confirming that Saundersfoot Community Council has entered Saundersfoot Village into Wales in Bloom. The judging will take place early July with a dinner to celebrate the 50th Anniversary of Wales in Bloom on 14th September and the Awards' Ceremony in Pembrey and Burry Port on Friday 15th September.

14) Reports from Committees Including County Councillor's Report

Cllr Baker's Report (County Councillor)

Cllr Williams BEM - Report on Behalf of the Festivities Committee

Cllr McDermott - Report on Behalf of the New Years Day Swim

Cllr Cleevely - Report on behalf of Saundersfoot Neighbourhood Policing Forum

Cllr John – Report on Behalf of Various Committees

Cllr Cavell – Report on Behalf of Saundersfoot School

Cllr Mattick – Report on Behalf of Saundersfoot Community Council’s Grounds Maintenance

15) Any Other Business

a) Car Parking

Cllr John raised the question is there the possibility to use the area leading up to the changing rooms as extra car parking spaces. Cllr Mattick answered with the concerns over wayward balls damaging cars. Following discussions the question of utilising the old tennis court as car parking spaces was raised and put on hold following the outcome of Cllr Boughton-Thomas’ research into the cost of setting up the existing car park as a pay and display car park. This has been diarised for the June meeting.

b) Poppy Appeal Coordinator

Melanie confirmed that no one had come forward to take this role over from Mrs. Parcell who wishes to retire this year. This matter has been diarised for the June meeting.

Cllr McDermott confirmed that he would be happy to carry on his role in checking the electrical sockets in order for the loudspeaker system to be used safely at the Remembrance Service. The Council thanked Cllr McDermott for his kind gesture.

c) Rubbish Congregating in the Green Area by the Coal Office

Cllr Hayes MBE commented on the rubbish and old sand bags that have been left in the ‘green area’ by the Old Coal Office. Cllr Baker confirmed that he would request Pembrokeshire County Council rubbish collectors to collect any offending articles in that area.

Melanie to task Mr A Lewis to remove any wayward items that are broken, damaged or dumped around the village.

d) Three Ticket Offices

Cllr McDermott advised the Council that there has been three locally made ticket offices placed on the harbour for local traders to use. The Council agreed that they looked very tasteful.

e) Cllrs Poole, McDermott, Cavell and Allsop

Thanked Councillors past and present for such an enjoyable and memorable time while serving a remarkable village on their Community Council. Cllrs Boughton-Thomas, Mattick, Baker, Cleevely, Williams BEM, Hayes MBE, Pearson and John all agreed that they would be missed greatly and wished them all the best in what they do in the future.

16) Date of Next Meeting

Tuesday 11th April 2017 at 6.30pm The Regency Hall, Saundersfoot

MUGA Special Meeting

The meeting closed at 22.10

This is an edited version of the Minutes. If you require a full version please contact the Clerk direct.