

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the Annual Meeting and the General Meeting of the Saundersfoot Community Council held upon Thursday 3rd May 2018 at The Regency Hall, Saundersfoot at 6.00pm for the transaction of the following business:-

Present: Cllr A Mattick (Chair), Cllrs M Williams BEM (Vice Chair), P Baker (County Councillor), B Cleevely, R Hayes MBE, T Pearson, S Boughton-Thomas, S John, P Beedles, N Sefton, D Ludlow and A Upham

The Clerk

8 members of the public

1. Outgoing Chairman's Report

Cllr Mattick attended the Annual meeting of the Welsh branch of the Trefoil Guild Ladies, which was hosted by Saundersfoot this year. The hospitality given by The Regency Hall Staff and volunteers was second to none and well received by all.

Yesterday saw the gathering of some Saundersfoot residents, business owners and Councillors to paint the bollards around the village. 15 bollards, 3 bins, seat sides and railings are all looking a brighter blue thanks to everyone's sterling efforts. There is still a few to go but it was felt that this was a massive step in the right direction.

Thanks were given to all Councillors for their support over the past year and Cllr Mattick wished the incoming Chair the very best for the next year.

2. The Election of Chairman of Saundersfoot Community Council for 2018/19

Cllr Baker proposed that Cllr Martyn Williams BEM be elected as Saundersfoot Community Council's Chairman for the term 2018 – 2019. Cllr Sefton seconded the proposal with all other Councillors in full agreement.

3. The Handing over of Saundersfoot Community Council's Chain of Office

Cllr Mattick passed the Chain of Office to Cllr Williams BEM and wished him all the best for the ensuing year.

4. The Election of the Vice Chairman of Saundersfoot Community Council for 2018/19

Cllr Hayes MBE proposed Cllr Steve John be elected as Saundersfoot Community Council's Vice Chairman for the term 2018-2019. Cllrs Cleevely and Boughton Thomas seconded the proposal with all other Councillors in full agreement.

5. Elected Chair's Report

Cllr Williams paid tribute to the vision displayed by Cllr. Mattick throughout his term of office. He had set in motion several initiatives that needed completion. He congratulated Cllr. Mattick on his meticulous attention to detail. He also congratulated Cllr. John on his appointment as Vice Chairman and looked forward to a good relationship in the interests of Saundersfoot.

6. Apologies for Absence - None

Continued.....

7. Declaration of Interest – To disclose any interests in items of business listed below. Members are requested to identify the nature of the interest and indicate whether it is personal or personal and prejudicial.

Councillors will declare any interests, personal or prejudicial, as and when they see fit.

Local Development Plan as proposed by Pembrokeshire Coast National Park Planning Authority

The Clerk confirmed that the Tenby Observer will be printing notices over the next two weeks advising readers of the Public Meeting to be held in The Regency Hall on the 15th May at 7pm. Councillors were reminded that the Council will pen a reply to the Pembrokeshire Coast National Park Planning Authority on behalf of the community and Councillors are quite properly permitted to reply themselves to the proposed Local Development Plan.

Members of the public spoke regarding:

- The number of proposed new dwellings was high, therefore, the possibility of second homes increasing.
- The need for affordable housing within Saundersfoot.
- The certainty that any proposed developers would fulfil their obligations and build the required number of affordable houses.

All the above points will be considered in the reply to Pembrokeshire Coast National Parks Planning Authority. – **The members of the public left the meeting**

8. Appointment of Sub Committee Members

Grounds Committee.	Cllrs Anthony Mattick, Steve John, Tessa Pearson, Rosemary Hayes MBE, Sue Boughton-Thomas, Bill Cleevely, Martyn Williams BEM, Phil Baker, Dean Ludlow and Averil Upham
Planning Committee.	A planning meeting to be called prior to the date of full planning at PCNP PA. Whoever can attend to create a report for full meeting
Project/s Committee.	Cllrs Sue Boughton-Thomas, Steve John, Anthony Mattick, Martyn Williams BEM, Phil Baker and Dean Ludlow
Christmas Lights / Festivities Committee.	Cllrs Sue Boughton-Thomas, Anthony Mattick, Martyn Williams BEM, Phil Baker, Dean Ludlow, and Paula Beedles
Disciplinary Committee	Vice Chair and two others
Appeals Review Committee.	Chair and two others
Policies Committee and Yearly Audit	Cllrs Steve John, Sue Boughton-Thomas, Phil Baker, Anthony Mattick and Rosemary Hayes MBE
Asset and Risk Committee	Cllrs Anthony Mattick, Neil Sefton, Sue Boughton-Thomas, Averil Upham and Steve John
SCC Floral Displays	Cllrs Rosemary Hayes MBE, Tessa Pearson, Averil Upham and Paula Beedles

9. Appointment of Saundersfoot Community Representatives to various Committees

Regency Hall	Cllr Anthony Mattick
Village Working Party	Cllrs Sue Boughton-Thomas, Anthony Mattick and Phil Baker
SCC Grounds Manager	Cllr Martyn Williams BEM
Saundersfoot Neighbourhood Policing Liaison	Cllr Bill Cleevely
Saundersfoot in Bloom	Cllr Rosemary Hayes MBE

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Saundersfoot School	Cllr Dean Ludlow
County Councillor	Cllr Phil Baker
Saundersfoot Harbour Advisory	Cllr Steve John
One Voice Wales	Cllrs Steve John and Bill Cleevely

10. To Receive the Minutes of the Meeting Held on the 12th April 2018

It was proposed by Cllr Cleevely that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon the 12th April 2018; Cllr Boughton-Thomas seconded the proposal with all Council in full agreement.

11. Matters Arising from the Minutes – Information Only

a) Sensory Garden (5b)

It was brought to the Council's attention that the rose trees planted by the Saundersfoot Community Primary School in the Barbeque area require pruning. Cllr Williams BEM offered to complete this task on behalf of the Council.

It was also brought to the Council's attention that persons unknown had poured some type of weed killer around the edge of the barbecue area, and the Harbour Commissioners had enquired if Councillors might know who it was. Councillors did not know any further information.

Following the meeting: The Clerk was advised that the Pembrokeshire County Council had completed their annual weed spraying tasks and this had included the barbecue area.

The Clerk advised the Council that the sleeper and repair works carried out by PDP Grounds Maintenance have been completed and that all invoices have been paid, the amount paid less than the original figure quoted due to less top soil being required.

All Councillors agreed what a fantastic job had been carried out and what a positive impact it has had on the Sensory Garden.

b) Curb/grass works around the Cenotaph (13c)

Mr D Poole has requested to attend the June meeting of the Saundersfoot Community Council to discuss the celebrations to mark the 100th year of the end of World War 1.

Cllr John informed the Council that he has a number of Poppy seeds that could be sprinkled around the Cenotaph following the curb works. As the Council are unaware as to when these works will be completed and the poppy seeds require 2 months to grow, it was suggested that if so required the seeds could be planted in pots for this year.

c) Amroth and Saundersfoot proposed joint initiative - Litter Picking on the Beaches (13e)

Cllr Baker confirmed that correspondence had taken place and once the new Chair has been appointed would continue further.

d) Dog mess - The consideration of supplying bags and dispensers (13h)

Cllr Baker confirmed that he would collect the appropriate signage from the Manufacturer.

e) The Clerk's update (13i)

Cleddau Memorials – The Clerk confirmed that a very positive meeting had taken place and all the paperwork and fees are now up-to-date.

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12. To Receive the Minutes of the Meeting Held on the 16th April 2018

It was proposed by Cllr Boughton Thomas that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon the 16th April 2018; Cllr Pearson seconded the proposal with all Council in full agreement.

13. Matters Arising from the Minutes – Information Only

The Old School House – The Clerk confirmed that she had telephoned the Planning Officer who advised her that the proposed use for this building will be little ‘stalls’ within one premises selling their own goods (mainly antiques). The Planning Officer also confirmed that there would be certain restrictions regarding the outside space and the stock piling of items therein.

14. Account(s) for Payment

Accounts payable for May were presented to the Council. Cllr John proposed that these accounts be paid in full; Cllr Ludlow seconded the proposal with all Council in full agreement.

Copies of April’s balance sheet, precept spending and cheques paid were circulated amongst the Council for their perusal. Cllr Baker proposed that this is a true record of the accounts; Cllr John seconded the proposal with all the Council in full agreement.

The Clerk also requested confirmation as to which quotation the Council would accept for the renewal of the insurance. Following perusal of three quotations Cllr John proposed that the Clerk should renew the Council’s insurance for 2018/19 with Inspire, taking advantage of the three year price freeze. ie £1,014.08 per annum for the next three years.

15. Planning Application(s) Received

1	NP/18/0221/FUL	2 Windsor Terrace	First Floor rear extension over existing flat roof and addition of sun room to front
2	NP/18/0226/FUL	2 Bath Cottages, Sandyhill Road	Introduction of roof light to rear elevation and new balustrade
3	NP/18/0224/TPO	The Captains Table	Horse Chestnut Tree – Raise crown for a 3m clearance from ground level and reduction in length of phototropic branches back to existing overall crown
4	NP/18/0232/TPO	Mountain Ash, Sandyhill Road	2 Oak Trees – Canopy reduction

Cllr John declared an interest in application 1

Cllr Williams BEM declared an interest in application 4

The Council had no objections or concerns regarding the above applications.

An observation was made regarding the TPO application 3 above regarding the height of clearance and if the possibility prevailed for it to be made lower.

16. Licensing Application(s) Received

None received

17. Consideration of Correspondence Received

Notices received from Pembrokeshire Coast National Parks Planning Authority – Advising of successful planning applications appertaining to Saundersfoot.

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18. County Councillor's Report

Report Requested

19. Reports from Committee Representatives

None

20. Agenda Items:

a) Appointment of an Internal Auditor

The Clerk advised the Council regarding three quotations received from Auditors to carry the Council's 2018/19 Audit. Cllr Boughton Thomas proposed that the Council appoint Mr Ken Randall of Llewellyn Thomas Accountants in Pembroke Dock; Cllr Pearson seconded the proposal with all Council in full agreement.

b) Consideration of Remuneration

See separate Sheet

c) Adoption of the Standing Orders and Code of Conduct

Cllr Sefton proposed that Saundersfoot Community Council adopt the Standing Orders Revised March 2000 and the Model Code of Conduct ("the Code") introduced in 2008 (as amended on 1 April 2016); Cllr Boughton Thomas seconded the proposal with all Council in full agreement.

d) Consideration of requests for donations

It is Council's Policy to consider all donation requests made for local use only.

Following careful consideration these are the Councils' 2018 donation recipients:

The Guild of Friendship	£200
Sardis Parks and Gardens	£200
St Issells Church – Mother and Toddler Group	£50
Footlights	£500
Various local groups using the Regency Hall	£1,000
Caring Association, Saundersfoot	£300
Allowance for Last Post at Remembrance Service	£20

Saundersfoot in Bloom - To arrange to water Saundersfoot in Bloom's planting around the village.

e) Consideration of date for a meeting to discuss the Leases

It was agreed that the notes taken by the Clerk at the meeting of the 24th April 2018 attended by representatives of the Saundersfoot Bowling Club, the Saundersfoot Sports and Social Club, the Regency Hall and Cllrs Mattick and Williams BEM be formally written up and distributed to all those present at the meeting and all Councillors, prior to the next Council meeting.

The Clerk to type up and distribute these notes.

It was also agreed that a Special meeting should be called for the 16th May with this heading on the Agenda.

f) Authorisation for activities to comply with Data Protection

Cllr John proposed that the Council pay £40 to enable the registration of the Data Protection Officer for Saundersfoot Community Council; Cllr Boughton Thomas seconded the proposal, all Council were in full agreement.

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Cllr John also stated that all Councillors should be using Email addresses in their own name only and that they should be password protected. He further proposed that the Council purchase their own Domain name (circa £214) and that he would set up a website for the Council; Cllr Boughton Thomas seconded this proposal with all council in full agreement.

g) Flowers around the village – To include the watering of, positioning of and payment/donations thereof

It was agreed that the hanging baskets (14 in total) be distributed amongst the various businesses around the village when they arrive in early June.

Notice was received from Pembrokeshire County Council that – “With regret they are no longer offering the free watering service to the hanging baskets and flower towers which Saundersfoot Community Council purchase from them each year.”

Various discussions took place regarding how and who would be able to offer a watering service. It was agreed that the Clerk should seek further information and compile a comparison of prices to differing watering solutions and present them to the Council at the meeting to be held upon the 16th May 2018.

h) Working party update to include Dotto Train and signs depicting businesses along the Strand

DOTTO TRAIN - Cllr Boughton Thomas reported to the Council that although the working party had been successful in obtaining grant funding from PLANED, due to unforeseen circumstances they have had to put the DOTTO Train project on hold for this year, confirming that the funding will not be lost and still available for next year.

SIGNS ON THE STRAND- No further update regarding these signs. The Harbour will not be pursuing further signage until decisions are made regarding any potential further development.

Cllr John proposed that Cllr Beedles attends a meeting with Mr Marc Owens From Pembrokeshire County Council to discuss the requirement for these signs; Cllr Baker seconded the proposal with all Council in full agreement.

Cllr Baker also offered to make further enquiries with Pembrokeshire County Council regarding ‘brown’ signs to depict businesses along the Strand.

i) Disabled taxi facility in the village all year or Summer months

Cllr Ludlow raised the point regarding easy wheelchair access taxis being offered locally. Cllr Beedles stated that she had made enquiries last year having contacted most of the local taxi firms which were only able to offer a service for foldable wheelchairs and not electric ones.

Cllr Baker will make enquiries at Pembrokeshire County Council for any further information regarding this service.

j) Sensory Garden Update

All Council agreed that a remarkable change had taken place in the Sensory Garden. The Sleeper and repair works had all gone very well and the weekly tasks are reshaping the garden.

Cllr Ludlow has offered to paint the area of wall under the newly painted blue fencing.

Discussion took place regarding the requirement of further topsoil. This has been diarised for Autumn.

k) The area behind the play park – Trees down and general untidy state of this area

An Email was received from a local resident expressing concern over the state of the area behind the play park following the recent collapse of a tree. Cllr Baker and the Clerk visited the area and the concerned resident to assess the damage.

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No damage as such has been occasioned to private property but this area is in need of clearing and possibly the planting of blackthorn to deter children from playing near the, sometimes very fast flowing, stream. Cllr Boughton Thomas proposed that the Clerk requests quotations for the removal of any fallen trees and branches, the clearing of the ground and planting of blackthorns; Cllr Ludlow seconded the proposal with all Council in full agreement.

l) **Muga Update**

Cllr Williams BEM reported that the stones on the MUGA is becoming a problem taking Mr Lewis a fair amount of time to tidy them up each morning. It is believed that the stones are kicked onto the MUGA by persons unknown.

The Clerk to make enquiries as to any solutions to this problem.

The lights – The Clerk to request Mr Ayres to turn the lighting off until the Autumn.

m) **Community Car Park Update**

Following meeting held on the 23rd April 2018 (report of meeting sent to all via Email)

This heading has been postponed until the 12th May meeting.

Cllr John proposed that the remainder of business be carried out under Private and Confidential conditions; Cllr Boughton Thomas seconded the proposal with all Council in full agreement.

21. **Date for June Meeting – 7th June 2018**

Meeting closed 10.45pm