

SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the General Meeting of the Saundersfoot Community Council held upon Thursday 2nd August 2018 at The Regency Hall, Saundersfoot at 6.00pm.

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

In attendance – Mrs Marie McAvoy from Dyfed Powys Police
The Clerk

Mrs Marie McAvoy, from Dyfed Powys Police, attended and led a discussion regarding the future CCTV infrastructure programme within Saundersfoot and Pembrokeshire. Various potential options were discussed regarding the replacement/re-sighting of CCTV cameras within Saundersfoot.

Mrs McAvoy left the meeting.

Councillors commented that they found the meeting with Mrs McAvoy very informative.

1. Apologies for Absence - A Mattick, P Beedles and Cllr Ludlow

2. Chairman's Report

Cllr Williams BEM congratulated Cllrs Baker and Mattick and everyone involved for all their hard work and impeccable organisational skills in making the Tenfoot event such a success. It has been reported that in excess of £22,000 had been raised.

3. To Receive the Minutes of the Meeting Held on the 5th July 2018

Amendment to Minutes: 4 (f) to read:

The positioning of the signage was discussed and it was agreed that permission from the landowners would be required before any sign could be erected.

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 5th July 2018; Cllr Hayes MBE seconded the proposal with all Council in full agreement.

4. Matters Arising from the Minutes – Information Only

a) Hanging Baskets (G 12)

Cllr Hayes MBE advised the Council that she had put the Council's proposal of a suitable number of larger, prominently placed flower troughs, that would be easier to plant, water and generally upkeep, to the Saundersfoot in Bloom Committee who agreed with the Council's proposal. Cllr Baker will liaise with Neil McCarthy at Pembrokeshire County Council regarding larger pots/troughs. Cllr Baker also advised the Council that Pembrokeshire County Council will continue to offer their flower planting service and the making up of the flower towers and hanging baskets for the foreseeable future.

To Receive the Minutes of the Meeting Held on the 16th July 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 July 2018; Cllr John seconded the proposal with all Council in full agreement.

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5. Matters Arising from the Minutes – Information Only

None

6. To Receive the Minutes of the Meeting Held on the 19th July 2018

Amendment to Minutes:

Cllr Sefton was unable to attend the meeting due to a previous commitment, not due to the fact that he had declared a personal interest.

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 19th July 2018; Cllr Hayes MBE seconded the proposal with all Council in full agreement.

7. Matters Arising from the Minutes – Information Only

Councillors requested the Clerk to seek further information regarding ‘pop ups’ as referred to within the pre-application consultation of Ocean Square.

Cllr Sefton complimented the Clerk on the comprehensive report she had prepared of the meeting held between herself and Mr M Davies of the Harbour appertaining to the questions raised by Councillors at the meeting of the 19th July 2018.

8. To Receive the Minutes of the Meeting Held on the 23rd July 2018

It was proposed by Cllr John that these Minutes be a true and accurate record of the Private and Confidential meeting of Saundersfoot Community Council held upon the 23rd July 2018; Cllr Cleevely seconded the proposal with all Council in full agreement.

9. Matters Arising from the Minutes – Information Only

None

10. Account(s) for Payment and Presentation of Monthly Balance Sheet

The Clerk requested that the Council approve the list of enumeration payments made to Councillors for the period 2017/18 confirming that no payments have been made. Cllrs Williams BEM and John signed the record on behalf of the Council.

Cllr Baker proposed that a donation payment of £52.60 be given to Mr H Williams for his assistance with the pay and display car park; Cllr Boughton Thomas seconded the proposal with all council in full agreement.

The Clerk requested that the Council consider payment to the Clerk for 15.5 extra hours worked within the month of July.

Cllr Baker proposed that due to the number of additional meetings, minutes and reports in July this was a fair request and payment should be made; Cllr Boughton Thomas seconded the proposal with all Council in full agreement.

Accounts payable for August were presented to the Council. The Clerk requested that, as per the Council’s Financial regulations, two Councillors to sign for the approval of any payments made by electronic transfer. A copy of the list presented to the Council will be kept with the Minutes and Councillors agreed to this. Copies of July’s balance sheet, precept spending and payments made were circulated amongst the Council for their perusal. Cllr Baker proposed that this was a true record of the accounts; Cllr Boughton Thomas seconded the proposal with all the Council in full agreement.

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11. Planning –

1	NP/18/0369/TPO	11 Ocean Point, Saundersfoot	The Council would like to raise a concern over how close this tree is to a Scheduled Ancient Monument and wish it to be noted the due care and consideration be given when works are being carried out.
2	NP/18/0392/CLE	Griffithson Farm, Hopsill Lane, Saundersfoot	The Council request that these pitches remain seasonal.
3	NP/18/0403/FUL	Flat, Sunnysdene, Valley Road, Saundersfoot	The Council do not have any objections or concerns regarding this application
4	NP/14/0529	Plot 13, Bevelin Hall, Saundersfoot	The Council requested further advice on how they are able to consider a non – material change without the original plans being easily accessible.
5	NP/14/0445	Saundersfoot Harbour, Saundersfoot	No concerns or objections. This is a very minor adjustment, which, in the Council's opinion, has no detrimental effect to the overall planning application.
6	NP18/0424/FUL	Cyfarthfa, 2 the Rideway	The Council do not have any objections to this application. They have noted the increase in the footprint of the building but consider it to be within the keeping of surrounding buildings. The Council would like it noted that there are a few errors in the location plan. This did not have an effect on their response, as Councillors are familiar with this area.

12. Licensing Application(s) Received

None

13. Consideration of Correspondence Received

- Email correspondence between the Clerk, Cllrs Williams BEM, John and Baker. The Clerk has requested time off from Monday 20th August 2018 until Tuesday 28th August 2018. This request has been granted.
- Confirmation from Clynderwen Farmers that an account has been opened for the use of Saundersfoot Community Council with a credit limit of £1,000.

14. Reports from Committees Including County Councillor's Report

a) County Councillor Baker's Report

County Hall

At the recent Full Council meeting the following items were debated

- Council agreed the proposals presented by the Boundary Commission as part of its consultation, this sees Saundersfoot being split into two County Wards, Saundersfoot North with Amroth and Saundersfoot South.
- Following a successful Task and Finish Group, Council agreed to the selection of the Sir Thomas Picton site for the location of the new Haverfordwest High School.
- The proposal for a Presiding Officer to oversee receive further consideration, The Chairman role will remain to full fill Civic duties.

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- The revised Senior Management Structure was presented.
- The new Leisure Strategy was received, key points see the ambition to provide a new swimming pool at Tenby and 3G pitches around the County, this relies on the necessary funding being secured.

Ward matters

- Following a number of Emails the rusting, unused BT phone box at Rushey Lake has been removed
- Following the mini tornado recently experienced in Saundersfoot, Cllr Baker thanked the efforts made by PCC and PCNPA officers to make areas safe and clear up after the high winds
- Cllr Baker also thanked all those taking part in the TenFoot and FootStep run, organisers, competitors and sponsors. The whole weekend highlighted what Saundersfoot does best - organising family events in support of charities
- Cllr Baker had provided feedback to County Hall following the recent very successful Long Course Weekend
- An Ironman meeting had taken place with a number of stakeholders present, this year sees double decker buses bringing spectators to Saundersfoot with embarkation at New Hedges roundabout. The Village will also have additional supervisors and spectators will be encouraged to spread along the route from the Village to New Hedges.
- PCC have confirmed that they will continue to provide the flower towers and hanging baskets, following Cllr Bakers suggestion PCC officers are reviewing providers of large planting troughs, this hopefully will be easier to plant and water and would not be easily tipped over.
- Cllr Baker confirmed that he had recently signed off the double yellow lines at the junction of Nash Place and The Ridgeway.
- Cllr Baker had recently been approached in regard to additional yellow lines on The Glen and requested support from SCC, he will also raise the matter at the forthcoming PACT meeting.

b) Cllr Boughton Thomas on behalf of Saundersfoot Working Party

A meeting was held with the partners to discuss the progress and practicalities of operating the Heritage Land Train during the Summer season of 2019. Items covered were - convening a meeting with PCC Highways & Licensing, Insurances, Cash Handling, along with how to customise the train for our needs. A meeting will be convened to cover these and other issues as soon as the Highways & Licensing meeting has taken place.

The important issue of parking and related signage was also discussed, possible directional signage boards were mentioned. along with the creation of an A5 sized map to be handed out to visitors who were having parking problems to guide them to the next available car park in the village.

c) Cllrs Cleevely and John on behalf of One Voice Wales

Meeting Attended 10th July

The meeting started with the AGM.

The new chair is Cllr Diane Lockley (Kilgetty) and last years Chair is Vice for just one of the two years, Cllr Paul Davies (Merlins Bridge).

The National Executive reps were Cllr Bernie Brown (Llanstadwell – re-elected) and Cllr Ken Rowlands (Johnston).

The dates for the forthcoming year were decided as - 18th Sept, 8th Jan 2019, 16th April and 10th July (AGM).

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This was followed by the ordinary meeting.

Area Committee representatives reported -

Pembrokeshire County Council – There is on-going discussions about out-sourcing services and these will be paid for, if taken over by Town & Community Councils.

Local Development Plan – There is the possibility for some applications to be for non-development proposals, that is, to safeguard sites.

Council Charter – This still has not been issued but is progressing and should be available for Town and Community Councils to discuss and agree during their September meetings.

15. Agenda Items:

a) EE Mast update (Site Meeting held 27.07.18)

The EE meeting

Present, Cllrs Williams & John, the Clerk and Mr Sandhu (Harlequin, representing EE) and a gentleman from Balfour Beatty.

The proposed site was inspected and the existence of a large Acer by the changing rooms was noted. The Clerk confirmed that this tree does not have a TPO. It was agreed that the tree itself could act as some camouflage for the mast, as long as the foliage does not attenuate the signal too much. EE would retain the right to prune the tree during the course of the lease.

The area required for the base of the mast would be about 5m x 5m (25m²) to enable the support of the mast and necessary electronics cabinets. The mast requires direct line-of-sight to a repeater station (location unknown at the time) and the tree should not be a problem.

The possibility of this space becoming a pay and display car park was discussed as it would increase the value of the land and, therefore, the value of the lease.

There will be a site inspection within about 2 weeks whereby a borehole will be dug to confirm the underlying subsoil structure.

The Council were advised to appoint a land agent to manage the lease negotiations on their behalf with Harlequin (EE).

The electricity supply was discussed, if 3-phase is required. Balfour Beatty could see no issues with installing a spur for a metered connection for Saundersfoot Community Council, potentially for the charging of hybrid vehicles. It was acknowledged that due to recent improvements to the Pembrokeshire Coast National Park Car Park consideration should be given to the fact that any possible trenching should go around the edge and not across the car park.

The meeting ended with all parties believing that this project could continue.

Cllr Baker proposed that the Council instruct Mr Graham Evans as their Duly Appointed Land Agent; Cllr John seconded the proposal with all Council in full agreement. The Clerk to advise Mr Sandu of EE accordingly.

b) The upkeep of St Issell's Cemeteries

Cllr Hayes MBE advised the Council that, during a recent visit to the new cemetery, she noted that the hedge to the left (as you enter the cemetery) and the pathways require tidying and making safe.

Cllr Williams BEM advised the Council that Mr Lewis had indeed cut the hedge the day prior to the meeting (Wednesday) and that he would request Mr Lewis to sweep the steps ASAP.

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Cllr Hayes also requested when the area past the tree line in the old cemetery was due its next cut. The Clerk advised the Council that the next cut is due in August but would request that it is cut ASAP prior to the St Issell's Flower Festival.

Cllr Cleevely reminded the Council that consideration should be given to the fact that new paths will be required within the new cemetery soon.

The Clerk will make enquiries and prepare a report/tendering document regarding the pathways and trimming of the perimeter hedges and trees for the October meeting.

c) Access to Sports Field Licence update

Cllr Williams BEM advised the Council that the collapsible pole (sunken into the ground) is now in position and the old pole has been positioned on the verge, to stop cars from driving around the first pole when it is in the up position. A third pole has been placed over the second one to lengthen it for health and safety reasons.

The Clerk advised the Council that the Licence, due to varying complications, still had not been signed.

Cllr Cleevely proposed that Cllr Williams BEM contact Saundersfoot Sports and Social Club Ltd and advise them that, due to the Council's insurance obligations, if the Licence is not signed by Monday 12 noon the Council will have no alternative than to prevent any access being gained over Council owned land; Cllr Baker seconded the proposal will all Council in full agreement.

Subsequent to the meeting the Licence was signed 6.30 pm Friday the 3rd August 2018 with, as per schedule of times received by the Clerk, all liabilities vesting with Saundersfoot Sports and Social Club Ltd.

d) Phase 2 Car Park Update

The Council discussed Email communication between the Clerk, Cllr Baker, Mr Gary Meopham and Pembrokeshire Coast National Park Planning Department. Several points raised were discussed in detail.

Cllr Baker is going to liaise with Sarah Hurst and report back to Council when further information has been received.

Consideration should be given to the location of any services within this land. The Clerk to make appropriate investigations as to where any services may be located.

This heading has been diarised for September with consideration being given to Cllr Baker's meeting with Sarah Hurst, the location of possible services and the cost of any ground structure exploration works required.

It was agreed that the Projects Committee should manage this project.

e) The Asset Register date for a meeting of the Asset and Risk Committee

Cllr Sefton requested an update on the drafting of the Asset Register. The Clerk advised the Council that this has been put on hold for the moment until the new Leases are signed and then the Land Registry can be advised accordingly. A list of all other Council's assets is being compiled and the Clerk requested if any Councillors have any information of items that should be considered please advise her accordingly.

A date for a meeting of the Policy and Procedures sub committee will be confirmed in the September meeting.

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f) Christmas Lights

Cllr Williams BEM opened discussions regarding additional Christmas lights around the village. The Council was reminded that last year Saundersfoot Community Council had a meeting with the Chamber for Tourism and The Harbour to work together regarding Christmas celebrations and lights within the village. The Clerk to arrange a meeting between representatives from each of the Chamber for Tourism, The Harbour Commissioners and Saundersfoot Community Council at the end of September to move this heading forward.

g) Damage Occasioned within Sensory Garden and around the village

It was with sadness that Cllr Williams BEM reported that there had been certain damage occasioned throughout the village over the weekend, mainly within the Sensory Garden area. Discussions took place over this matter and the Council agreed that it was a one off occurrence but if any further damage occurs then the Council might consider installing CCTV to this area.

h) The Sensory Garden Moving Forward

Cllr Williams BEM advised the Council that one wooden upright to the raised border within the Sensory Garden had collapsed and required replacing (this was not one that had just been replaced). Cllr Williams proposed that the Clerk contact the contractor who carried out the recent replacement works and request if he could replace the collapsed upright as he had already replace some in the past and knew what it entailed; Cllr Boughton Thomas seconded the proposal with all Council in full agreement.

Subsequent to the meeting the Clerk has made contact with PDP Garden Maintenance who confirmed that the requested works would be completed as soon as possible.

Cllr Williams BEM proposed the Council accepts the offer that Laura Davies, who works within the National Botanical Gardens, along with Duncan Hilling and Bryan Harries give advice as to the future planning of the Sensory Garden; Cllr Baker seconded the proposal with all Council in full agreement.

Cllr Pearson advised the Council that, due to personal reasons, and after a lot of consideration she has decided to retire from her role within the Sensory Garden.

The Clerk to draft a tender document for certain tree works within the Sensory Garden (as discussed in April with Mr Mike Higgins MARborA AssocRTPI- Tree and Landscape Officer Pembrokeshire Coast National Park and reported in the April Minutes). Following the approval of such three tenders will be sought in preparation of the September meeting.

It was brought to the Council's attention that the Salix Weeping Tree was in danger of falling over and should be removed. Several Councillors stated that this tree should stay but if it is deemed unsafe then of course be removed. (According to Mike Higgins (as above) in April, in his opinion, the tree did not warrant being removed but would benefit from a substantial stake being used to prop the tree and prevent any further damage to its trunk). Councillors to visit the Sensory Garden and Email the Clerk with their observations and thoughts.

Subsequent to the meeting and following their inspection of the tree several Councillors advised the Clerk that they fully concur with Mr Mike Higgins' recommendation and when the tree works are being carried out in the Sensory Garden the contractors be requested to suitably stake the Salix Weeping Tree.

Pre application Consultation – Ocean Square. (Email of meeting sent)

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Councillors agreed that Mr Davies had adequately answered all their questions at the meeting with the Clerk and no formal response was required.

i) The Strand – Sign Update

The Clerk advised the Council that the sign had been ordered but a way to fix it has to be determined. Hopefully this sign should be up before the weekend of the 9th August 2018

j) Boundary Consultation Proposed Reply

Cllr Baker reminded Councillors that the closing date for comments regarding the Boundary Consultation is the 24th September 2018 and if Councillors could please forward their comments to the Clerk, a response will be drafted in readiness for the September meeting.

k) The Tendering Process (Moving Forward)

Councillors perused the revised tendering process drafted by Cllr John. Several questions were raised namely:

- How will the Council know that persons tendering for the work meet with all the requirements of the Council. – The Clerk will complete certain checks before anyone is requested to tender.
- Will documents be checked? - The Clerk will check that all professional qualifications and insurances required are in place before any work commences.
- How will contractors be added to the ‘preferred contractors list’? – An advert will be placed annually in the local paper for contractors to apply to the Council to be considered for the list. Background checks will be carried out and then, if the Council agree, the contractor will be added to the list.
- Can Councillors put contractors forward? – Yes but Councillors must declare any interests at meetings as and when deemed necessary.

Cllr Sefton proposed that the Council adopt the revised tendering process; Cllr Baker seconded the proposal with all Councillors in full agreement.

l) Date, time and Councillors for The Clerk’s and Mr A Lewis’ reviews

Cllr Williams stated that Cllrs Clevely, Upham and himself would conduct the Clerk’s review with Cllr Williams BEM and the Clerk conducting Mr Lewis’. The Clerk to arrange a time and date for her review, with Cllr William BEM arranging a time and date for Mr Lewis’.

m) Data Protection Update

Cllr Boughton Thomas proposed that the Council adopt the Privacy Notice as distributed by Cllr John and display such where required; Cllr Williams BEM seconded the proposal with all Council in full agreement.

Cllr John also updated the Council on the obtaining of the Council’s own domain name.

Cllr John proposed that the remainder of the meeting be carried out under private and confidential conditions; Cllr Baker seconded the proposal with all Council in full agreement.

Date for September Meeting – September 13th 2018