

SAUNDERSFOOT COMMUNITY COUNCIL

Minutes of the General Meeting of the Saundersfoot Community Council held upon Thursday 4th October 2018 at The Regency Hall, Saundersfoot at 6.00pm.



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

In attendance – The Clerk

1. Apologies for Absence – None

2. Chairman's Report

Cllr Williams BEM reported that he had attended the official opening of the Harbour decking area and with the Cardiff Philharmonic Orchestra playing it was a very enjoyable evening. Also, that Saundersfoot had featured prominently in the awards for Wales in Bloom, and thanked everyone who had assisted.

3. To Receive the Minutes of the Meeting Held on the 13th September 2018

It was proposed by Cllr Baker that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon the 13th September 2018; Cllr Cleevely seconded the proposal with all Council in full agreement.

4. Matters Arising from the Minutes – Information Only

a) Defibrillators (9e)

Cllr Baker informed the Council that he had spoken with Mr Tony Wall – First Responder, who had confirmed that there are only three defibrillators that are kept in a lock location locally, the removal for use procedures will be investigated and confirmation that information is displayed correctly and clearly, but in all incidences 999 should be telephoned and the correct information to the location of defibrillators will be given. Tony Wall also offered to hold a defibrillator and first aid training session within the village. Cllr Baker will liaise with Mr Tony Wall to arrange such.

b) North Saundersfoot – Street Lighting at Sardis (9f)

Cllr Baker advised the Council that he had spoken with Mr Mel Stevens at Pembrokeshire County Council regarding the street lighting in Sardis and the replacement of such if they cease to work, Mr Stevens confirmed that, to the best of his knowledge, two lights were not working in Sardis, one to be removed and one to have a blub replaced. Cllr Baker also reported that if Saundersfoot Community Council were to adopt the responsibility for any street lighting the appropriate insurance cover would be required, and the cost of running and repairs considered.

c) Bertie, his move to Saundersfoot and Weatherman Walking (9g)

Cllr Boughton Thomas confirmed that Bertie will be moved to Saundersfoot (with Saundersfoot Community Council paying for the move) following the filming of Weatherman Walking. It was confirmed that Bertie will spend six months in Saundersfoot.

d) The Repair of the Gates to the Car Park (9j)

Cllr Williams BEM confirmed that the Community Council Shields have been removed from the pillars and are stored safely for later use.

Cllr Hayes MBE raised the question to Council if the gates can be legally removed. This question was answered in the affirmative with the only legal requirement being that vehicles are prevented from passing over the Council owned land periodically and to enable this, as

reported in September Minutes (9j)), a chain strung across the entrance can be used to prevent vehicular access.

5. To Receive the Minutes of the Meeting Held on the 20th September 2018 – PRIVATE AND CONFIDENTIAL meeting

Cllr Baker proposed that this heading be discussed under private and confidential conditions; Cllr Ludlow seconded the proposal with all Council in full agreement. (Public Bodies Act 1960)

Matters Arising from the Minutes –Agenda Item

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

The invoices payable for October were presented to the Council along with September Finance Report. The Clerk requested that, as per the Council's Financial regulations, two Councillors sign to approve any payments to be made by electronic transfer, any regular or already agreed payments made through the month have been approved via Emails. Cllr Cleevely proposed that this was a true record of the accounts and precept and also that the invoices be paid in full. Cllr Boughton Thomas seconded the proposal with all the Council in agreement.

The Clerk advised the Council that three of the donation cheques, written in June, had not been delivered and requested that they be re-written. Cllr Baker proposed that these three cheques be rewritten and the existing cheques destroyed. Cllr John seconded the proposal with all Councillors in agreement.

The Clerk also advised that the Notice of Conclusion of Audit had been received and displayed, in accordance of Section 29 of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2004, on the Council's website and within the Regency Hall, Saundersfoot on the Council's public notice board. (This was not received until the 1st October 2018 – The Clerk advised Grant Thornon of such who confirmed that many Councils received their Notices late and one day's delay was acceptable).

A full budget review will be undertaken in the November meeting.

7. Planning – Due to vast amount of information contained within application 1, all information had been Emailed to all Councillors for their examination prior to the meeting.

1	NP/18/0502/FUL	The Coal Office, Saundersfoot	Development of Building/Area
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Clarity was given to Councillors who may participate in any discussions regarding the above application.

Cllrs Baker and Sefton declared prejudicial interest in the above application and left the room while discussions took place.

Following a short discussion it was agreed that, due to the complex nature and public interest in the above planning application, it will be considered in a Special Meeting.

Wednesday 10th October 6pm at the Regency Hall, Saundersfoot.

Cllrs Baker and Sefton gave their apologies in advance as they are both declaring a Prejudicial Interest in this application and therefore they will not attend the meeting.

Licensing Application(s) Received

None

8. Consideration of Correspondence Received

- Invite received from the Mayor of Tenby, Cllr Sue Lane, for Saundersfoot Community Council's Chair and a guest to attend a function to commemorate the 100 years since the end of World War I. Cllr Williams BEM would like to accept the invite. The Clerk to accept this invitation on his behalf.
- Notices received from Pembrokeshire Coast National Park Planning Authority advising of the approval of various Planning Application and non-material amendments.
- Notice received from Mr Mike Higgins – Pembrokeshire Coast National Park – Tree and Landscape Officer approving the tree works to be carried out in the Sensory Garden.
- Correspondence received from Mr A Lewis requesting that the Council clarify his rate of pay – Following the confirmation of information from One Voice Wales a meeting to be called to discuss Mr Lewis' Contract and rate of pay.

(Meeting will be held 6pm, Thursday 18th October 2018 the Regency Hall. Confirmation of advice received in April 2018 and further advice received from One Voice Wales circulated to all Councillors prior to the meeting.)

- Letter received from Saundersfoot In Bloom thanking the Council for their support during the recent Flower Festival held at St Issell's Church.

9. Reports from Committees Including County Councillor's Report

a) County Councillor Baker's Report

County Hall

Budget – 2019 – 2020 planning is now being undertaken, initial indications suggest a £20 million gap in funding with Social Service and Educational increases which are outside County Council control. Service prioritisation will be at the heart of the budget balancing with services being delivered in different ways and some possibly even not being provided at all.

Newgale – A recent Public Exhibition was held highlighting the alternative options for highway and coastal management.

Ward matters

Additional defibrillator training will be organised before Christmas and the Major Events in the Village

Cllr Baker confirmed that the street light in Sardis was removed in June 2018, PCC will continue to replace faulty bulbs but will not repair uneconomic single lights. He further reminded Cllr that any work proposed by the Community Council to reinstate a light would have to include running costs and insurance – sometimes on 3rd party columns.

Cllr Baker wanted to thank everyone who assisted in the recent road traffic collision in the centre of the Village, the emergency services were swift to respond but he was extremely impressed by the number of members of the public and Saundersfoot business people who ran to help

Cllr Baker confirmed that the minor works to the kerbs around the War Memorial had been completed and he wished to thank the County Council and Evan Pritchard Contractors for the work undertaken. He looks forward to a working party to carry out any required cleaning works in advance of 11.11.18.

A large number of individual matters had been raised during the month and had been dealt with promptly by County Officers.

b) Cllr Cleevely on behalf of Saundersfoot Neighbourhood Policing Forum

Cllr Cleevely reported that as PCSO J Moffatt was on annual leave and no meeting was held.

10. Agenda Items:

a) Setting of dates for various meetings namely:

- i. Risk and Asset Register meeting of the Subcommittee
24th October 2018 – 6pm Methodist Chapel, Saundersfoot
- ii. Christmas Lighting around the village
Council walk through the village – 4pm 9th October meeting at the Sensory Garden
- iii. The Clerk's annual review – Cllrs William BEM, Cleevely and Upham
24th October 2018 – 2pm Methodist Chapel, Saundersfoot
- iv. Mr A Lewis' Annual review – Cllr Williams BEM and The Clerk
24th October 2018 – 3pm Methodist Chapel, Saundersfoot.

b) Flowers and hanging basket colours and order for 2019

The Clerk advised the Council that the Pembrokeshire County Council will be collecting the hanging baskets from around the village along with the two towers to enable them to be sent away for preparation for next year. The Council were also advised that The Harbwr had requested to keep their hanging baskets until December and then return them to Pembrokeshire County Council themselves, as they are still in bloom. The Council agreed with this and the Clerk to advise The Harbwr accordingly.

It was also agreed that Cllrs Hayes MBE, Pearson and Beedles make enquiries as to which businesses within the village would like to receive a hanging basket for next year, advising that a donation would be required towards the cost of the hanging basket and the continued watering while 'in situ'.

Once this information has been ascertained they will report back to the Council in December to allow for the baskets and towers to be ordered. The Council has provisions for 14 hanging baskets and two towers. Last year's cost for such £1,010

c) PATCH - Consideration of Toy donation

An Email received, and forwarded to all Councillors, from PATCH requesting donations of new toys, wrapping paper, sticky tape or a monetary donation to enable the purchase of such for distributing locally was discussed. Cllr Hayes MBE proposed that a donation of £100 be given to PATCH; Cllr Boughton Thomas seconded the proposal with all Councillors in full agreement.

It was further agreed that if Councillors would like to donate any of the above the Clerk would collect them at the November meeting and deliver them to PATCH along with the cheque.

d) Remembrance Day arrangements

Cllr Ludlow gave a presentation to all Councillors regarding the proposal for the Council to commission a metal poppy wreath to commemorate the end of World War I 100 years ago. (Information Emailed to all Councillors prior to the meeting). Discussion took place regarding the final design of the wreath, the location of the wreath following the Remembrance service and the cost. Cllr Cleevely proposed that the Council commission a metal poppy wreath with a budget of £300 and Cllr Ludlow to finalise design; Cllr Boughton Thomas seconded the proposal with all Councillors in full agreement.

Cllr Beedles gave a presentation to all Councillors regarding an event she has arranged to take place on the new decking area, if dry, or the Regency Hall, if wet. This will be a free concert with Kirsten Osborne, The Royal Marines Forces Sweetheart singing War Time Favourites,

starting at 4pm. It was also agreed that the lighting of the Beacon could correspond with the concert.

Cllr Baker proposed that the Clerk copy a number of song sheets using the Council's paper and ink; Cllr Mattick seconded the proposal with all Councillors in full agreement.

Other commemorative ideas were discussed including a 'poppy bench of remembrance and reflection' being purchased and placed within the Sensory garden.

e) EE Mast Update

Cllr Williams BEM advised the Council that he and Mr Lewis had been carrying out percolation tests as per Mr H Rees' instructions and reporting back to him their findings.

Cllr Boughton Thomas advised the Council that Mr Poole had enquired as to when the plaque advising as to who had worked on the planning of and the completion of the MUGA project, along with those who has financially assisted in the project, was to be placed in the MUGA. Cllr Williams BEM advised the Council that although the erection of a plaque had been passed, with the Council's current priorities this had taken a 'back seat'. The Clerk and Cllr Williams BEM to draft appropriate wording to be passed in the November meeting to enable a plaque to be made and placed in situ before Christmas.

f) Independent Review Panel of Wales – Report (Email to all Councillors)

All Councillors agreed that they had read the Report and understood its contents.

g) Wales in Bloom

Cllr Hayes MBE was pleased to inform the Council that Saundersfoot village had been awarded the Silver Gilt award in this year's Wales in Bloom Competition. The report read by Cllr Hayes MBE on behalf of Wales in Bloom was a very positive one which is available upon request.

Cllr Hayes MBE attended the award ceremony, on behalf of the Council, in Colwyn Bay, which entailed travel by rail and a stay overnight in a hotel. Cllr Beedles proposed that, upon the presentation of receipts, the Council reimburse Cllr Hayes MBE for the cost of travel and hotel. Cllr Boughton Thomas seconded the proposal with all Council in full agreement. Cllr Hayes MBE presented her receipts and reimbursement was made.

h) Plans for small car park charging 2019 and establishing a project team for the monitoring and progression of the phase 2 car park – The Car Park project potentially coincides with the proposed EE mast installation.

Cllr John advised that a plan of works and responsibilities is drafted for any large project. Cllr Baker seconded the proposal with all Councillors in full agreement. Cllrs John and Baker have agreed to draft such for the EE mast installation and the planning of the new pay and display car park. Once a draft has been compiled it will be circulated to all Councillors via Email.

Cllr Boughton Thomas advised the Council that the next meeting of the Committee for the consideration of the Enhancing Pembrokeshire Grant Applications is on the 12th December 2018. Councillors agreed that, to the best of their belief, the Council will not be ready to present their application in December and that March would be more realistic. Cllr Boughton Thomas will advise the Pembrokeshire County Council accordingly.

The Council will discuss this further at the Asset and Risk Assessment Sub Committee meeting.

i) The replacement/repair of the surface water drains alongside the exterior of the Regency Hall Sunroom – Consideration of quotations

Discussion took place regarding the replacement of the damaged drains. Cllr Boughton Thomas to make certain enquiries as to who originally supplied the drains to enable the same drains to

be purchased. Once the information has been received the Clerk to seek quotations to replace the broken drains.

j) The Charter between Pembrokeshire's Town and Community Council Sector and Pembrokeshire County Council.

Following discussion regarding the above Cllr Sefton proposed that Saundersfoot Community Council adopt the Pembrokeshire County Council's Pembrokeshire's Town and Community Council Sector Charter; Cllr Pearson seconded the proposal will the majority of Councillors in agreement. One Councillor abstained from the vote.

k) The seeking of advice from Saundersfoot Community Council approved bodies Cllr Williams BEM

It was reiterated that the Clerk and Chair are the only persons to contact One Voice Wales or the Council's Solicitor, seeking advice on behalf of the Council.

l) Leases Update

Cllr Mattick advised Councillors that due to the on-going legal complexities involving Saundersfoot Community Council's efforts to review existing land leases (in particular, those relating to The Saundersfoot Sports and Social Club and The Regency Hall), that he had little alternative, other than to Declare an Interest and stand down as Saundersfoot Community Council's Representative to The Regency Hall.

He commented on the fact, that in accordance with the Code of Conduct relating to Councillors, it could be viewed ethically incorrect to be voting as a Councillor and potentially re voting, on the same subject (whether for or against), on a separate committee.

Cllr Boughton Thomas advised Councillors that she would confirm the information contained within the Charter for the Regency Hall before a new Council representative is nominated to ensure that the Charter is being fully complied with.

Date for November Meeting – 1st November 2018 6pm at the Regency Hall

Meeting ended 9pm

Signed.....