

# SAUNDERSFOOT COMMUNITY COUNCIL



Minutes of the General Meeting of the Saundersfoot Community Council held on Thursday 1<sup>st</sup> November 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, Cllrs T Pearson, N Sefton, P Beedles, D Ludlow and A Upham

**In attendance** – The Clerk

**1. Apologies for Absence** – S Boughton-Thomas and A Mattick,

**2. Chairman's Report**

Cllr Williams reported that he had been involved in the judging of the Pumpkin Carving Competition which had many, many entries making his role very difficult, but enjoyable.

**3. To Receive the Minutes of the Meeting Held on the 4th October 2018**

It was proposed by Cllr Hayes MBE that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon the 4<sup>th</sup> October 2018; Cllr Baker seconded the proposal with all Council in full agreement.

**4. Matters Arising from the Minutes – Information Only**

**a) Bertie, his move to Saundersfoot and Weatherman Walking (4c)**

The Clerk to contact Amroth Community Council requesting confirmation as to when Bertie will be available for transport to Saundersfoot. The time he will be displayed (the Council understanding is for 6 months) and that the receiving Council pay the transportation costs.

**b) The Repair of the Gates to the Car Park (4d)**

It was confirmed the Mr A Lewis will remove all the hinges and metal work from the gates and pillars, and then the gates disposed of in a suitable manner.

**c) Defibrillator Training (9a)**

Cllr Baker confirmed that he was awaiting further information from the First Response team.

**d) Flowers and hanging basket colours and order for 2019 (10b)**

The Clerk confirmed that the hanging baskets had been collected from their various locations in the village and an Email had been received from Neil McCarthy from Pembrokeshire County Council requesting the Council's order for next years flowers. It was agreed that 14 hanging baskets and 2 towers in multi colours be ordered and confirmation of cost requested. These hanging baskets will be available to business premises around Saundersfoot. A contribution to the cost of the baskets and the watering thereof will be required. The Clerk to contact Neil McCarthy and place the order.

**e) EE Mast Update (10e)**

Cllr John confirmed that the height of the 'mock up mast' as portrayed in the photograph represented is the highest height of the proposed mast.

**f) Independent Review Panel of Wales – Report (10f)**

Cllr John highlighted certain decisions made by the Welsh Remuneration Panel. Councillors are to consider the report and make their financial commandments to such at the December meeting.

**g) To Receive the Minutes of the Planning Meeting Held on the 10th October 2018**

**Amendment to minutes** – In the proposed new development, NP/18/0502/FUL The Coal Office, Saundersfoot - Development of Building/Area, there would be 16 rooms (26 beds). (An additional 20 beds in the Marine Centre of Excellence have been passed previously but for clarity the total number of beds would be 46)

These figures have been confirmed by the Planning Officer and the Applicant.

Following the above amendment: It was proposed by Cllr Hayes MBE that these Minutes be a true and accurate record of the meeting of Saundersfoot Community Council held upon the 10th October 2018; Cllr Cleevely seconded the proposal with all Council in full agreement.

**5. Matters Arising from the Minutes – Information Only.**

**None**

**6. To Receive the Minutes of the Meeting Held on the 17<sup>th</sup> October 2018 – PRIVATE AND CONFIDENTIAL meeting**

**Amendment to minutes – Cllr John was not present and had given his apologies for such.**

It was proposed by Cllr Baker that these Minutes be a true and accurate record of the Private and Confidential meeting of Saundersfoot Community Council held upon the 17th October 2018; Cllr Sefton seconded the proposal with all Council in full agreement.

**Matters Arising from the Minutes –Agenda Item**

**7. Account(s) for Payment and Presentation of Monthly Balance Sheet including half year review of budget/Precept**

The invoices payable for November were presented to the Council along with October's 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 throughout the month have been approved via Emails. Cllr Baker proposed that this was a true record of the accounts and precept and also that the invoices be paid in full. Cllr John seconded the proposal with all the Council in agreement.

The Clerk also presented the invoice from the electrical contractor with the already agreed additional works added to the original quotation for payment. It was agreed that this invoice be paid in full after the cable is pinned to the wall.

The Clerk presented the precept figures with estimate spending and estimated balance as at the 1<sup>st</sup> April 2019. Each heading was discussed and the following agreed:

All monies precepted for the putting green enhancement now be precepted for the phase 2 car park, the putting green will become part of this project.

**8. Planning Consideration**

**Declaration of Interests**

- Cllr Baker declared Prejudicial interest in both planning applications and left the room
- Cllrs Williams and John declared personal interest in application 2 and did not comment on this application.

|   |                |                                            |                                                            |
|---|----------------|--------------------------------------------|------------------------------------------------------------|
| 1 | NP/18/0576/ADV | Harbwr, Wogan Terrace                      | Signage to retractable sun awning and Southern gable end   |
| 2 | 18/0699/PA     | Site adjacent to Amenity Site, Crane Cross | Erection of workshop unit and storage unit (Boat business) |

1 - The Council agreed that they had no concerns or objections to this application. The one comment to note made by Councillors was that size of the signage on the gable wall was slightly too large. The Clerk to advise the Planning Officer of the Council's observations.

2 - The Council agreed that they had no objections or concerns regarding this application and that the proposed buildings will be an improvement to the landscape.

## **9. Licensing Application(s) Received**

None

## **10. Consideration of Correspondence Received**

- Email received from Cllr Ludlow advising the Council that, once again, Saundersfoot has been successful in winning the award for the most Dog Friendly Village. Cllrs thanked Cllr Ludlow for collecting the award on behalf of the Village.
- Email received regarding an incident that occurred on the slipway onto Saundersfoot Beach. A wheelchair wheel had become stuck in a large pothole causing the occupant to be thrown out. No injuries occurred but the writer wished that this matter be noted and the pothole addressed. Cllr Baker will inform the new owners of the slipway. The Clerk will advise the writer of the Email of any updates.
- Email received regarding the proposed plans for the Bird Park and Caravan Park at Pleasant Valley voicing concerns of any development in this area.
- Three letters received advising the Council that the writers support the works being carried out in the Sensory Garden and that the Garden is a credit to the Council.

## **11. Reports from Committees Including County Councillor's Report**

### **Awaiting Cllr Baker's report**

### **Cllr John on behalf of the Saundersfoot Harbour Advisory Committee - 23rd October**

The meeting started with introductions to the new Commercial Manager, Mr Bradley Davies.

The report of the Summer, was of a good one with everything running smoothly and even less speeding in and round the harbour entrance.

There was some discussion on the delays to the completion of the decking, but this was now in hand and progressing. There was continued ongoing vandalism of the toilets and this was the reason that they close as darkness falls, with no fixed hours.

The ticket machines are in need of replacement as the constant use and sea air is taking a toll on them.

There was also some debate on the dogs on the beach policy and the signage required.

The recent Community Council planning meeting regarding the Coal Office was also discussed at length.

No date was given for the next meeting.

## **12. Agenda Items**

**a) To receive the report of the Risk and Asset Register meeting of the Subcommittee**

**The meeting of the Risk and Audit Committee**                      25th October 2018

Present, Steve John, Phil Baker, Martyn Williams BEM, Rosemary Hayes MBE, Neil Sefton, Dean Ludlow, Bill Cleevely, Avril Upham and the Clerk

Report by Cllr John

Cllr John presented the attendees with an overview of the risk process and how the current Risk Register was formed, the changes that had been made and the way forward.

This was mainly for a collective response from members regarding what we thought belonged to the Community Council and ensuring that all these items were placed onto an Asset List. We can then enhance the existing Risk Register and use both of these documents as a basis for the Insurance Policy discussions going forward.

This is a collective role – all members must agree to the list and the associated process, apathy will not do; as if we make a mistake it will not be the committee's fault but that of the whole Council.

Discussion took place as to assets which the Council own with a conclusion that Councillors submit their considerations for the Register via Email to the Clerk by 18<sup>th</sup> November 2018 so a list can be compiled by the next meeting.

Cllr Baker offered to source a scaled map of the ward so the posting of such items/areas of land can be marked.

**b) Christmas Lighting around the Village**

Cllr Williams BEM advised the Council of lights which have been purchased for display in the Sensory garden ie lights of the large metal tree and further lights in January (in the sale) for the tree near to the gate to the garden off Cambrian Place. Cllr Williams BEM also commented that he would like to add lights to the tree moved from the barbeque area and the Weeping Willow. Cllr John advised the Council that to enable electric to be accessible to this in particular tree the cable would have to pass over a public pathway and therefore a risk assessment will be required. Items that are required to be purchased for safety reasons are electrical waterproof boxes and some lead connectors.

The precept for Christmas lights was discussed and the following determined:

£6,500 in precept

£ 500 for electrical works (Sockets for lights)

£ 500 for the erection and dismantling of bottom hoop to the tree

£5,500

Discussion than took place regarding the offer of a donation to the Chamber for Tourism, as discussed in a meeting with representatives from the Chamber for Tourism, the Harbour and the Council in January 2018, towards the cost of lights around the village. Cllr Williams BEM stated that no actual proposal was made therefore no amount agreed upon. Following discussions Cllr Baker proposed that a donation of £3,750 be made to the Chamber for Tourism to contribute to their costs in the purchase and erection of the icicle lights around the village; Cllr Sefton seconded the proposal with all Councillors in full agreement.

Further discussions then took place regarding the purchase of lights for the Sensor Garden. It was agreed that a meeting of the grounds committee would be called and all Councillors present would be involved in the decisions made regarding what lights are purchased.

Discussion took place regarding the time scale and the requirement to obtain three quotations. Cllr Cleevely proposed, that as the Council's usual supplier was reputable and has been used for many years without any concerns being raised, that the Council, on this occasion forgo obtaining three quotations and use the usual supplier; Cllr Hayes MBE seconded the proposal with a majority vote in favour. Cllr John abstained from the vote.

**c) The Clerk's annual review report**

It was confirmed that the review had taken place, but the discussion of the report postponed until the December meeting.

**d) Mr A Lewis annual review report**

It was confirmed that the review had taken place, but the discussion of the report postponed until the December meeting.

Cllr Williams BEM thanked both Cllrs Cleevely and Upham for their attendance at both reviews.

**e) Leases update**

The Clerk confirmed that a 'round the table' meeting has been arranged for the 8<sup>th</sup> November 2018 with representatives from the Council, Regency Hall and The Saundersfoot Sports and Social Club Ltd along with their legal representation to discuss any possible conclusion to this matter.

Cllr Pearson stated that Cllr Boughton Thomas, on behalf of the Regency Hall, will not be attending and to the best of her belief no other representative would attend.

*Since this meeting Cllr Boughton Thomas contacted the Clerk confirming her attendance along with a second representative from the Regency Hall.*

**f) PATCH - Collection of any Toy donations**

Cllr Hayes MBE handed the Clerk her donation of a jigsaw puzzle. The Clerk to contact PATCH and pass over the puzzle and the donation cheque (as agreed in the October meeting) on behalf of the Council.

Cllr Cleevely proposed that the following heading be discussed under Private and Confidential conditions; Cllr Hayes MBE seconded the proposal with all Council in full agreement. (Public Bodies Act 1960)

**g) Overflowing Bins and the Collection of the Waste**

The Clerk reported that over the weekend of the Big Bang event rubbish bins were overflowing and, following a telephone request to the Pembrokeshire County Council's emergency weekend number, they were emptied promptly.

Discussion also took place regarding the over use of public bins when events are taking place in the village. It was suggested that parties organizing these events make provisions for extra bins and the emptying thereof. Cllr Baker confirmed that the Chamber for Tourism, at their recent meeting, had also discussed this matter and are now considering additional public bins at their events throughout the year.

Cllr Williams confirmed that extra public bins are provided each year at the New Years Day swim and will monitor this year to ensure an adequate amount are provided. He also confirmed that prior to the swim a 'beach sweep' is carried out to remove any rubbish not in bins.

**h) Remembrance Day Arrangements**

Cllr Ludlow circulated the final design for the Council's commemorative Poppy stating that if a stand was required there would be a small addition to the overall price. All Councillors agreed on the design and that a stand was required, therefore any additional cost accepted. The Poppy will be displayed at the Cenotaph for the Remembrance Service and the laying of Wreaths, following which it will be displayed at the commemorative concert. The long-term positioning of the Poppy has been diarised for the December meeting.

*Following the concert it was agreed that the Poppy will be displayed in the Regency Hall until the 21<sup>st</sup> November 2018 when it will be stored in the container until a suitable position has been agreed upon. Cllr Williams will liaise with Mr A Lewis to carry out the above.*

Cllr Beedles – Commemorative Concert by Kirsten Orsborn confirmed that:-

- The Harbour have offered the use of their staging and lights, free of charge.
- Posters and flyers have been distributed
- The decision as to where the concert will be held (due to weather conditions) will be made 1pm on Saturday and advertised on various Facebook pages, word of mouth and on the Showboat internet radio station.
- Assistance will be required to set up and clear away following the concert. (Details will follow via Email).
- Showboat – Internet Radio will be recording the concert.
- It is a free concert with all donations received going to the British Legion Poppy Appeal and Help For Heroes.

Remembrance Service arrangements were confirmed as follows:

- Order of Service confirmed between Mr Poole and Father Paul.
- Cllr John and Mr Poole will ensure that the PA system is in place and working.
- Cllr Baker has confirmed that the road sweeper will clean the area around the Cenotaph of leaves.
- Mr A Lewis has replaced the sand box for the remembrance crosses.
- Cllrs Williams BEM and Baker will place the Remembrance Crosses on the war graves in the St Issells' Cemeteries.
- Cllr Williams BEM has the two wreaths

#### **i) EE mast update**

It was reported that:

- The Topographical survey had been completed and a copy sent to both the architect and the Clerk. Payment to be made for such (as previously minuted).
- The EE camera survey had been completed and Cllr John had forwarded an Email to all, via the Clerk, of a photograph he had taken with the proposed mast superimposed thereon depicting the approximate positioning and height of the proposed mast.
- There has been no contact from Pembrokeshire Coast National Park Planning Authority to date.

#### **j) The Sensory Garden**

Cllr Hayes MBE stated how nice the garden was looking and that Cllr Williams BEM was 'doing a good job'.

Cllrs Pearson and Beedles both requested that all the Grounds sub committee have more of an input into the remodelling and care of the garden and suggested that Laura Davies, who is advising Cllr Williams BEM regarding the garden, attend a meeting and discuss her plans with



all Councillors. I did not hear this being said. It was agreed that a day be planned for the planting of bulbs.

Cllr Baker proposed that suitable signs be erected on by the entrance gates depicting that the Sensory Garden is a non smoking area and dogs to be kept on leads; Cllr Williams BEM seconded the proposal with all Councillors in full agreement. The Clerk to arrange suitable signage.

**k) Saundersfoot Library**

Cllr Baker proposed that Saundersfoot Community Council continue to support the payment to Pembrokeshire County Council for the additional costs incurred in the Library's enhanced winter hours (5 hours per week), up to a maximum cost of £1500; Cllr Upham seconded the proposal with all Councillors in full agreement.

**l) This years Senior Citizens Dinner Consideration for 4 extra free dinners**

Cllr Pearson brought to the Council's attention that during this years Christmas Dinner, which the Council contribute a donation of £600 to, the local WI will be providing entertainment to the diners, four of whom do not live in the Saundersfoot Ward. She requested that the Council consider that these four persons be provided with a dinner. It was agreed that as these persons are giving up their time to entertain the diners it is only fair that they join them. It was confirmed that there would be no extra cost to the Council as the money the Council give is a donation and not a proportion of the cost.

Cllr Williams BEM advised the Council that an article about Mr A Lewis had recently appeared in the Breeze magazine, as distributed by the Grace Church, Narberth.

**m) The Clerk's update (TO BE ADDED TO - NOTES AT HOME)**

- Sweets for Father Christmas – Cllr Baker proposed that a donation of £100 be given towards the purchase of sweets to be distributed at the Christmas Market; Cllr Pearson seconded the proposal with all Councillors in full agreement.

**Date for November Meeting – 6<sup>th</sup> December 2018**

**Meeting closed at 21.40**

