

## **SAUNDERSFOOT COMMUNITY COUNCIL**

### **Minutes of the Annual General Meeting in the Regency Hall, Saundersfoot on the 1<sup>st</sup> May 2014**

Prior to the meeting commencing, members stood for a minute's silence in memory of Mr Gwynfor Davies who had died recently and was a member and past Chairman of the Council.

#### **a) Chairman's Report**

1. Chairman Cleevely said that he had the pleasure of opening the Saundersfoot Bowling Green for 2014 on 5<sup>th</sup> April 2014 which proved to be a very enjoyable occasion, but unfortunately missed the jack by miles!
2. Chairman Cleevely reminded members that it is 40 years ago this week that he was elected to the Council and we were then called Saundersfoot Parish Council. There were 15 members from Kilgetty and Saundersfoot which included Councillors Gwynfor Davies, Cliff Jenkins, Tom Cordon, the Hon Trevor Lewis, Leslie Duncan, John Durrant, Don John, Trevor Poole and H Merriman.
3. Chairman Cleevely thanked all members of the present Council for their help and support during the last 12 months and a very special thanks to John Griffiths, our Clerk, for the first class job he does every year.

#### **b) Handover of Chain of Office**

Chairman Cleevely then proposed that Councillor Morris be appointed Chairman for 2014/15 and this was seconded by Councillor Poole. All members agreed.

Chairman Morris thanked members for their support and that he would be a Chairman who would give every member a fair chance to have their say on matters discussed at our meetings.

#### **c) Appointment of Vice Chairman**

Chairman Morris asked for nominations for Vice Chairman and Councillor Cavell proposed that Councillor Baker be installed as Vice Chairman and this was seconded by Councillor John. All members agreed.

#### **d) Appointment of Committee Members**

The Clerk informed members that Councillor McDermott did not want to be considered for the positions of Council representative for One Voice Wales and the Regency Hall Management Committee due to personal reasons.

The Appointment of Committee Members was as follows:-

##### **1. Grounds Committee to include the Sensory Gardens**

Councillors Morris, Cleevely, John, McDermott, Baker, Brabon, Hayes, Boughton Tomas and new member Councillor T Pearson.

##### **2. Regency Hall Committee**

Councillor S John

##### **3. Manager, Playing Fields**

Councillor Brabon

##### **4. Deputy Manager, Playing Fields**

Councillor McDermott

**5. Saundersfoot in Bloom**

Councillor Pearson

**6. Saundersfoot CP School, Governor**

Councillor Cavell

**7. Saundersfoot Harbour Commission**

Chairman Morris

**8. Saundersfoot Forum**

Councillor John

**9. One Voice Wales**

To be appointed as and when meetings are convened.

**10. Police Forum**

Councillor Cleevely with Councillor John to deputise

**11. Friends of Saundersfoot**

Councillor Hayes

**12. Saundersfoot Harbour Advisory Committee**

Councillor John

**13. Saundersfoot Chamber for Tourism**

Councillor Brabon

Councillor Poole proposed a vote of thanks to Councillor McDermott and Boughton Thomas for serving on their various committees with such efficiency.

**1) MATTERS ARISING FROM THE MINUTES**

**a) Minute 7 Planning Application NP/13/0480**

A letter was received from National Parks stating that there are two applications that are currently being considered (new vehicular access and discharge of the section 106 agreement) and the Community Council's letter refers to the new vehicular access only.

Members decided to also object to the second application NP/13/0480 which relates to the discharge of the Section 106 agreement.

**b) Minute 4(f) 100 years Anniversary World War I**

Councillor Cavell informed members that the following research is taking place:-

- Copies from Kelly's Directory 1914-1920 where information will be gained on Village Economy and public life in that era.
- An Ordnance Survey map of the same period development of village life and that time.
- Researching articles from the Tenby Observer, ongoing research into Post Offices, Church & Chapels, Schools, Doctors, shops and all these will link up with the Kelly's Trade Directory.
- Councillor Cavell said she would report back to the July meeting of the Council on progress made.

**c) Minute 4(g) Gates, Regency Hall, Saundersfoot**

Councillor Poole suggested employing a carpenter to cut 3 foot off the gate and fix the brackets to enable the gate to open freely, and assured members that the gate would be fixed by the next meeting.

Councillors John and Boughton Thomas had both received complaints from residents who were unable to access from the car park to the Regency Hall.

**d) Minute 4(h) Litter in Culverts, Path to Wiseman's Bridge**

Councillor Hayes informed members that the above culverts had still not been cleared. The Clerk was instructed to write to Pembrokeshire County Council requesting that this be done.

**e) Minute 4(i) Dip in Road, Ridgeway, Saundersfoot**

Councillor John said that the above dip had worsened recently and Councillor Baker informed Councillor John that there was a dispute between the Streetcare Section and Welsh Water on whose responsibility it was.

Councillor Brabon expressed his concern at the sunken drains on Fan Road which were causing problems for motorists. Councillor Baker advised Councillor Brabon that Pembrokeshire County Council has to cut the roads budget by £800,000 and suggested he convened a meeting with Mr Glenville Codd, Pembrokeshire County Council to discuss these problems.

**f) Minute 4(k) Ownership of plots, St Issell's Church**

The Clerk clarified to members the explanation of 'Exclusive Right of Burial' for interments in the above cemetery as follows:-

The fee for 'Exclusive Right of Burial' in the allocated grave space gives the holder the right to bury in the grave for 100 years but does not give ownership, the land still remains the property of the Community Council. The fee goes towards the ongoing maintenance of the grounds.

**g) Minute 4(l) Pathway near Swallow Tree, Saundersfoot**

Councillor Cavell informed members that the offending trees had not been removed and the Clerk was instructed to write to Hean Castle Estate requesting they be removed.

Councillor Hayes also reported that the fallen tree near Hazeland Wood was still there and had not been removed.

**h) Minute 5(a) Broadband Coverage, Saundersfoot**

Chairman Morris said that he had received one response for their broadband download speeds and asked the public to send their broadband speeds to [saundersfootsurvey@gmail.com](mailto:saundersfootsurvey@gmail.com).

The Clerk informed members that he had received a letter from Simon Hart MP regarding broadband provision and he agreed that it was a major problem and had received many complaints on the subject.

He said in Wales BT is enabling the lines for superfast broadband, in conjunction with the Welsh Assembly via the Superfast Cymru Scheme, [www.superfast-cymru.com](http://www.superfast-cymru.com). The scheme has been funded by £57 million from the UK Government, £58 million from the Welsh Government and a £220 million investment by BT in Welsh fibre broadband with most of that going towards the Superfast Cymru projects.

**i) Minute 8(c) Sands Nightclub Licence**

The Clerk informed members that he had written to the Licencing Department, Pembrokeshire County Council requesting that the closing times to be restricted to 2.00am each night, but unfortunately the letter was too late to be accepted as a valid

representation.

**j) Minute 10(a) Fly Tipping, Hopshill Lane, Saundersfoot**

Chairman Morris informed members that fly tipping was still taking place and Councillor Baker said that Pembrokeshire County Council had been informed of this problem.

**k) Minute 10(d) Parking, Regency Hall Car Park**

The Clerk informed members that he had received an email from Mr Alan Hare, National Parks stating that the legal documentation is still with Pembrokeshire County Council and cannot move to the next stage until this has been received but Mr Hare said that he would see if there was any way National Parks could display a temporary sign, possible on the ticket machine, just to show the charging periods.

**2) AGENDA**

**a) Approval of Accounts for 2014/2015**

The Clerk informed members that the Audit date for this year would be the 24<sup>th</sup> June 2014 and asked for the accounts for 2014/2015 be approved and signed.

It was proposed by Councillor Clevely and seconded by Councillor John that the accounts be approved and signed.

**b) Approval of Annual Governance Statement 2014/2015**

The Clerk said that it has to be minuted for Audit purposed that the above has been carried out satisfactorily by the Council. It was proposed by Councillor Hayes and seconded by Councillor Boughton Thomas that this process had been carried out by the Council.

**c) Trench & Lighting Installation, Long Tunnel**

Councillor Baker updated members regarding the above and he said that the Community Council was looking into providing power to the lights in the long tunnel and Councillors Poole and McDermott had worked hard in achieving this. Councillor Baker said that he had taken the project forward by obtaining potential costs for providing this power and for digging a trench to accommodate the cable to run from the Coast Restaurant to the tunnel. He said that he had met with Rob Evans, Mel Stephens and Darren Thomas from Pembrokeshire County Council and all agreed that it should be a joint venture with Saundersfoot Community Council and the cost to the Council would be in the region of £3,676.00 and this would include digging a trench 2 foot deep plus a duct to accommodate 189 metres of cable. He went on to say that Pembrokeshire County Council would cover all legal costs, wayleaves etc and no planning applications were necessary if no change was made to the lighting in the tunnel.

Chairman Morris added that he was in favour of the project but thought that the cost to the Council was a lot of money for tweeting a system that was already there. Councillor Poole said that this was a unique opportunity and the work has to be carried out prior to the landscaping taking place to the area concerned. Councillor Baker agreed and said that the power would be in place and the work could be carried out in the future if necessary. He added that the amount quoted was for digging the trench only and the cost of fixing and maintaining the lights would be borne by Pembrokeshire County Council.

Councillor Hayes said that Friend of Saundersfoot had some money available and this could be used to improve the footway of the tunnel. She, then proposed that the Council goes ahead with the project and Councillor Boughton Thomas seconded this proposal. All members agreed. It was also decided that the same group of Councillors (McDermott, Poole and Baker) carry on overseeing the project.

The Clerk added that this amount had not been precepted for and possibly the Community Council could pay Pembrokeshire County Council by instalments and this idea would be pursued.

**d) Council Car Park**

Councillor John said that most of us wear several hats he believed that the Community Council always takes priority, therefore, the problems that he saw were based on the Regency Hall, but affecting the use of the car park in general. He went on to say that the fire exit doors are regularly blocked with cars parking on the hatched area, the disabled bays are being encroached on as the vans are taking up more than one bay, and there has also been double parking causing congestion. Councillor John said the trouble started once the National Parks started charging, and the Jalna and Cambrian builders are now moving to this car park, the overspill is filling the playing fields and the regular users are being displaced. Councillor John went on to say that the Sports Club had not sought permission to cross the area over Easter weekend and they were charging £2.50 per car to use the field. In general the car park is being more than a free-for-all that the Council envisaged at last summer's meeting, but is becoming an area where everyone believes they have a right to park there and have a disregard for others. Councillor John said he had no solution, but hoped members would have some constructive ideas.

The Clerk then informed members that he had now received a request from the Saundersfoot Sports Club to cross the car park to access the Sports Field for extra parking which keeps several hundred people in Saundersfoot who would undoubtedly spend their money elsewhere.

Councillor Brabon agreed that the car park is a free for all and suggested erecting a sign at the entrance to the car park advising the public that it is a private car park and owned by the Community Council.

Councillor Baker advised members that the previous sign at the entrance had been demolished by the JEHU whilst constructing the new hall and suggested asking them to provide 12 cones to restrict parking near the fire exit doors. Councillor Boughton Thomas said that, firstly, the contractors should be asked to remove their vehicles from the car park and also ask JEHU to provide a new sign and also put a notice in the press advising the public it is a private car park.

The Clerk added that in a Council meeting in September 2013 it was proposed by members to erect a new sign at the entrance to the car park to read simply 'Saundersfoot Community Council, Private Car Park'.

With regard to the Saundersfoot Sports Clubs request for permission to have access to the playing field, members agreed subject to the following conditions:-

- All staff and customers use the field for parking their vehicles.
- All cars are policed by the Sports Club staff when the field is used for parking.
- Have sight of insurance cover for days the field is used for parking.

- No new items are sold at Car Boot Sales held in July and August.

**e) Winding House, Saundersfoot**

Councillor Cavell said that CADW was pleased that the Community was being involved in the Winding House and reported more stones were missing from the Winding House. She went on to say that Pembrokeshire County Council own the site on which the Winding House is situated.

It was proposed by Councillor Poole and seconded by Councillor McDermott that Saundersfoot Community Council remain involved but the W.I. take the lead role in the Winding House. Councillor Cavell said that she would report back at the June meeting on any progress made.

**f) Donations 2014/2015**

The Clerk advised members that £10,000 had been allocated for donations for 2014/15 but this included the donations made to Saundersfoot Chamber for Tourism (£2,000) and Saundersfoot Festivities Committee (£2,000).

Members decided not to make donations to organisation where letters had not been received.

Members decided that prior to making payments to organisation a balance sheet should be made available from these organisations.

Members decided to provisionally make this following donations on receipt of balance sheets:-

Saundersfoot in Bloom	£500.00
Wiseman's Bridge Rowing Club	£100.00
Pembrokeshire CRUSE	£50.00
Saundersfoot Caring Associations	£150.00
Pembrokeshire South East Energy Group	£100.00
Saundersfoot Footlights	£150.00
Sardis Parks & Gardens	£100.00
St Issell's Girl Guides	£100.00
	<hr/>
	<b>£1250.00</b>

With regard to Saundersfoot in Bloom, Councillor Hayes informed members that there would be problems with the watering of the tubs this summer as the person who would normally carry out this work was not available and wondered if Mr Alwyn Lewis would be able to help with this task. Members agreed to this request, hence the reduction of the donation to this organisation by £500.

Councillor Cavell informed members that Saundersfoot Historical Society was not seeking a donation this year due to the Community Council contributing to the World War I project.

Members decided to consider further letters received during the year.

Councillor Allsop declared an interest in the debate for Wiseman's Bridge Rowing Club and she took no part in this debate.

Chairman Morris informed members that the MUGA Committee be restored with a deadline for March 2015, and Councillors Poole, Morris, McDermott and John would serve on this committee.

Councillor Cleevely advised members that the sum allocated to the MUGA project was no longer there due to supporting a Youth Club being formed in the village.

Members decided **not** to make donations to the following:-

Urdd Gobiath Cymru  
National Eisteddfod of Wales  
Victim Support  
Tenby Male Voice Choir  
Teenage Cancer Trust  
Bobath Children's Therapy  
Pembrokeshire YFC  
Shelter Cymru  
NSPCC  
PRISM

### 3) **PLANNING APPLICATIONS**

- NP/14/0109 - Replace Windows, Kook-a-ba, Saundersfoot  
13/1110/PA - Civic Amenity Site, Devonshire Drive, Saundersfoot

Councillor Baker declared an interest in 13/1110/PA and took no part in this debate.

Members decided not to hold a Public Meeting to discuss this application, as details of this application could only be viewed electronically, members decided to meet in the Regency Hall, Saundersfoot on 2<sup>nd</sup> May 2014 at 4.30pm to view these plans prior to making comments.

Members made no other comments to the above application.

### 4) **CORRESPONDENCE RECEIVED**

- a) A beach clean would take place in Saundersfoot on 12<sup>th</sup> May 2014 at 11.00am, organised by Keep Wales Tidy.
- b) A letter was received from Saundersfoot Footlights requesting permission to erect a pirate skull and crossbones flag in the flag pole outside the Regency Hall during their performance of the 'Pirates of Penzance' show during Whitsun week. Members agreed to this request.
- c) An order was received from Pembrokeshire County Council informing the Council of a road closure on Valley Road from Monday 19<sup>th</sup> May 2014 for 3 weeks from Sun Valley Drive to a property known as Greenfields. The closure is necessary for electricity cabling works to be carried out.
- d) An order for tree works to be carried out was received from National Parks for the following locations:-
  - Rear of garden, 3 Cambrian Terrace, Saundersfoot
  - Rear of 24 Incline, Saundersfoot.
- e) A copy of the 'Web Hosting Agreement' was received from Pembrokeshire County Council for signing by the Council.  
The main purpose of the agreement is to highlight that Saundersfoot Community Council undertakes full liability for the content upload of the website.

- f) A copy of a letter sent to Jamie Adams, the Pembrokeshire County Council leader by Solva Community Council was received. The letter expressed concern at the incompetence perceived in dealing with the matter of unlawful payments to the Chief Executive. The letter goes on to say that the whole process of Local Government has been brought into disrepute and those of us who serve at a local government level are assumed to be complicit in the failures at County Hall. Finally, the letter states that it is unusual for a Community Council to write an open letter to the leader of the County Council, but we regret that you were unable to satisfy our concerns and convince us that you were willing able to take a lead in ensuring that such a sequence of events would never happen again.

## **5) REPORTS FROM VARIOUS COMMITTEES INCLUDING THE COUNTY COUNCILLORS REPORT**

- a) Councillor Cleevely reported to members as follows:-

### **Police Forum 7<sup>th</sup> April 2014**

- Officers present included PCSO Moffatt, PSCO Kendall and PC Cresswell and Police Commissioner Chris Salmon, plus 22 members of the public.
- The delivery van parking on the corner of St Brides Hotel was still causing problems. Mr Andrew Evans had agreed to try and delegate a member of his staff to control traffic there. PC Cresswell informed the meeting that the driver could be charged with obstruction. The Clerk was instructed to write to the Police on the matter.
- Parking outside Tesco on zig-zag lines still ongoing.
- Four persons arrested for oil thefts.
- Members of the public are asked to take car numbers of boy racers.
- The Youth Club plans are still ongoing.
- UV pens were provided to members to mark personal items.
- Crimes for March included, 1 violence against a person, 1 shoplifting, 1 cannabis charge, 1 unauthorised theft of a vehicle and there was an 81% detection rate.
- A County dog fouling team is to carry out a survey of Saundersfoot.
- CCTV Services were discussed and Mr Chris Salmon stated that he assured the village that their needs would be considered in the future.

Councillor John said that Mr Salmon is certainly listening to our concerns re CCTV in Saundersfoot and hopefully some positives will come out of his survey. Councillor John also said that the problem of 7½ tonne lorries entering Saundersfoot would be closely monitored.

The next meeting of the Forum would be held on 12<sup>th</sup> May 2014 in the Regency Hall Saundersfoot.

- b) Councillor Brabon reported to members as follows:-

- The Sensory Gardens are looking much better due to the better weather. Mr Alwyn Lewis has cleared the rubble from the gardens and the grass has been cut. Over the holiday period, a number of bottles had been smashed in the gardens which proved to be very dangerous.
- In the cemetery, someone is continuing to leave back bags outside the cemetery wall. Hopefully the culprit will be caught soon and Councillor John said he would investigate.

- c) Councillor Baker reported to members as follows:-



### **County Hall update**

- Commercial Grants Scheme - Following a number of anomalies within the grant case files the matter has been referred to Dyfed Powys police.
- Freedom of Information request - An officer has been disciplined following the changing of meeting minutes before the information was forwarded to a County Councillor.
- Full Council will now decide future school policy and strategic direction, moving the decision making from the Cabinet.
- Following the Extraordinary Council meeting an amended Notice of Motion was carried inviting Mr Bryn Parry-Jones to repay the pension contributions which have been made up to February 2014. This matter will be revisited at the July Full Council meeting.
- A request to extend web-casting to all Council Committee meetings (at a cost of £25,000) was defeated at Council as the current experiment will be reviewed in December and no allowance had been included in the current budget.
- Wales Ironman 2014 was launched with an announcement that entries will be increased to 2,300.

### **Saundersfoot Ward issues**

- Councillor Baker has had a Village walk around with Mr Will Lloyd to identify maintenance items, Will has monitored the surfacing at the bottom of St Brides Lane following an earlier concern expressed by Councillor Poole, this will now be repaired.
- The surface dressing programme will be underway over the next few weeks and includes the B4314 passed Saundersfoot Railway Station.
- Lighting in the long tunnel – Councillor Baker reported that following a number of meetings with Pembrokeshire County Council Officers and subject to agreement by Saundersfoot Community Council, a joint project can be commissioned with Saundersfoot Community Council contributing the cost of the trench and Pembrokeshire County Council undertaking the cable installation, transformer, all legal matters and removal of the existing solar panels. Pembrokeshire County Council would retain all maintenance responsibilities and liability.
- War memorial – Councillor Baker is meeting with building contractors to obtain quotations for the possible replacement of the steps with a ramp and other minor maintenance items.
- Following a request to liaise with Pembrokeshire County Council regarding the Village hanging baskets Councillor Baker reported that as part of the County wide cost saving exercise, Pembrokeshire County Council will now be charging £25 per basket, the watering will be the responsibility of the purchaser.
- Two cast iron bollards were hit opposite the Spar shop, following a call from Councillor Baker Pembrokeshire County Council maintenance responded quickly and they were repaired the following day.
- Councillor Baker wanted to record his thanks to Martin for the weeding along the wall opposite the Post Office and around the planters and the general weed spraying currently on going.
- Councillor Baker reported that the Pembrokeshire County Council toilet block would not be opening this season and the new facility in the Coppet Hall visitor centre would be open in the very near future. In the meantime the toilets are open on Saundersfoot Harbour, Regency Hall car-park and at Wisemans Bridge.

d) Chairman Morris reported to members as follows:-

### **Harbour Commissioners Report – April 2014**

- The slipway is now completely repaired.
- Sand has been removed from the harbour and the new JCB has been used to enhance the channel at the mouth of the harbour.
- New chains will be laid to improve facilities within the harbour.
- The CCTV facilities within the harbour area are currently receiving new fittings, which will improve their effectiveness.
- New harbour signage will be put into place this month regarding harbour edges and fishing zones.
- The Harbour festival will be held on Sunday 6<sup>th</sup> July, 2014, with the main event on the Harbour Car Park. Amongst other attractions in and around the harbour will be a raft race and a duck race.
- A questionnaire is being produced regarding the usage and future plans for the harbour and surrounding area.
- A plan to set up a working WiFi Cloud in the Saundersfoot area is also being considered.
- It is also planned to make the cliff area a much safer zone.

## 6) ANY OTHER BUSINESS

- a) Councillor Baker informed members that whilst on the website Wikipedia only two items are highlighted for Saundersfoot, namely the New Year's Day Swim and a **hotspot** for WiFi coverage and was disappointed that there was not more information on Saundersfoot included on the website. He added that it is an excellent opportunity to promote Saundersfoot as a popular family resort.
- b) Councillor Hayes informed members that the bollard by the cenotaph had been knocked over and the Clerk was instructed to write to Pembrokeshire County Council to get it replaced. She also reported that the fence near Hazelwood near the cemetery had been damaged and asked that it be repaired.
- c) Councillor Hayes informed members that a tree had been cut down between Brooklands Place and Orchard Cottage and debris had been left following the clearance of the tree. The Clerk was instructed to establish if this tree was removed illegally.
- d) Councillor McDermott reported to members that the houses on Milford Street together with the steel work in the Cambrian Hotel were both progressing well due to the recent good weather.
- e) Councillor John said that he had been approached by residents regarding the plaque and panel from the wall of the toilets in Coppet Hall Car Park. Councillor Cavell informed Councillor John that both were in safekeeping in Hean Castle.
- f) Councillor John asked if any progress had been made with regard to the grant aid for work to be carried out on the Cenotaph. Councillor Baker replied and said that no planning was required and advised that a ramp could be created leading into the cenotaph which would help enormously.
- g) Councillor Cleevely said that when he travels around the country he always takes great interest in visiting the harbours and always thought Saundersfoot was one of the best kept he had seen, but recently he thought it had deteriorated somewhat and needed tidying up.

- h)** Councillor Poole said he thought the ticket office building was in need of painting and also the walls around the old cemetery was covered in ivy and needed repointing. The Clerk was instructed to ask Rhys Thomas, Smart Gardens to assess the problem.
- i)** Councillor Brabon listed tasks that he thought needed to be carried out in the village as follows:-
- The 'Keep Left Bollard' on the island exiting the Regency Hall Car Park had been knocked over and needed to be replaced.
  - The stream by the Regency Hall needed clearing and the banks cut back.
  - The Regency Hall Car Park needed to be cleared of weeds and asked who was responsible for the upkeep of this car park. Councillor Baker said that he would find who was responsible.
  - The road markings on Milford Street need to be repainted.
  - The sunken drains on Fan Road need to be raised.
  - The bollards opposite the Spar need to be straightened.
  - Locals and holidaymakers concluded that, over the Easter holidays no toilets were available on Coppet Hall due to the public toilets being closed and the toilets in the Coast Restaurant not being open to the public. Councillors Baker assure Councillor Brabon that the new toilets in the Coast Restaurant are now open to the public.

The next meeting of the Council will be held in the Regency Hall, Saundersfoot on Thursday 5<sup>th</sup> June 2014 at 6.30pm.